

Bilal S. Ali

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Objective

To obtain a managerial position within a growing firm where I can utilize my skills and experience.

Experience

08/05 - Present Healthcare Service Inc. Bensalem, PA

Housekeeping Manager

Supervise staff of 40 within a senior citizen facility, train new managers and employees, schedule and prepare payroll bi-weekly in services and monthly reports for productivity.

06/04 - 08/04 Rahway Community Action Organization Rahway, NJ

Summer Camp Coordinator

Recruitment of participants, managing and organizing all trips and special events, developing schedules for activities, supervising high school and college summer staff volunteers, and organizing food and snack distribution.

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0/03 - 05/04 The Urban Youth Development Corp. East Orange, NJ

Family Outreach Coordinator/Bus Attendant, Team Leader

Setup interviews with parents prior to students' enrollment in Kids Who Graduate - 21st Century Community Learning Center, Out of School Program. Interacted with parents to keep them informed of activities and progress of their children while attending the program. Provided information on social skill classes for parents, interacted with school counselors and other Board of Education Personnel. Also responsible for the care and safety of the youth on the bus while being transported to and from school programs as well as, from the Out of School Program to their predetermined destinations for pickup by parent or family member. As Team Leader, I helped students with homework, assisted students with special projects, scheduled activities, field trips and helped plan sporting events.

10/02 - 05/03 Lipmann Hall Newark, NJ

Youth Care Worker

Responsible for A.D.D. and A.D.A. Bed Wetters, Fire Starters and mentally and emotionally challenged. Responsibilities include direct care and safety of youth, monitoring five youth per shift to ensure they moved efficiently and safely throughout the facility (school, cafeteria unit); provide critical information on youths' behaviors and medication side-effects to Mental Health Clinicians and Medical Department; Document daily activities/behaviors of youth in shift logs. Provided 1:1 security and safety coverage for suicidal/homicidal youth; consulted daily with the unit treatment team meetings; Provided transportation for individual youth to and from unit treatment team meetings; Provided transportation for off-site activities; Supervised off-site home visits, unit activities, medical appointments; Pat-searched youth after outside activities for contraband; Conducted room searches.

05/97 - 11/02 RES-CARE, Inc. Edison, NJ

Residential Advisor/Center Supervisor

Developed weekly activity plans for teenagers and young adult members, which included group sessions, career development, athletic routines, substance abuse sessions, and overall behavior modifications. Supervised 15 staff members and responsible for all emergency response crises.

06/96 – 04/97 Department of Youth Corrections/Rutgers Project C.O.R.E
Newark, NJ

Program Consultant

Functioned as a Liaison with families and community groups; Established relationships with community groups, families and the program; Trained and supervised Project Team Leaders; Established intake procedures, develop student profiles that were appropriate for the program; Acted as a liaison for the Division of Juvenile Services Residential Centers; Established appropriate linkages with Rutgers University Faculty, Staff and Administration; Monitored student behavior, acted as mediator for problems within the project that Leaders were unable to resolve in their day-to-day work with students; Established and maintained reports necessary for the program (Rutgers University and the Division of Juvenile Services) inside of the New Brunswick and Newark campuses.

02/93 – 05/96 Youth Consultation Services Hackensack, NJ

Crisis Intervention Worker

Intervened in crisis situations to diffuse the emotional and mentally challenged youth and prepare their return to classes by using verbal de-declaration techniques.

02/93 – 05/96 Shelter Childcare Worker Newark NJ

Developed weekly activity plans and setup interviews with teenagers and youth adult members. Program included group sessions, career development, athletic routines, substance abuse sessions and overall behavior modifications.

10/88 – 01/93 Edison Job Corporation Edison, NJ

Youth Counselor

Develop weekly activity plans for teenagers and young adult members, which included group sessions, career development, athletic routines, substance abuse sessions, and overall behavior modifications.

06/82 – 10/88 Hillside Community Center Hillside, NJ

Youth Counselor

Supervise and assisted teenagers in basic boxing skills.

Professional Training

New Employee Training
Human Resources
Grief and Loss
Handle With Care
Infection Control
Therapeutic Environment
Measuring & Monitoring Behavior
Employee Relations
Medical Emergency Training
CPR Certification

Certificates

Adolescent Mental Health & Key Clinical Policies
Adolescent Aggression & Foreseeing Behaviors
Adolescent Substance Use
Adolescent MR/DD
Physical Restraint Techniques
Adolescent Sexually Aggressive Behaviors
Suicide Risk & Crisis Response
Verbal De-Escalation Techniques
Human Growth, Development & Sexuality