

Mency Youngblood Cotton

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Education

University of Southern California, Los Angeles, CA
Master's Social Work candidate

8/2003-8/2005

California State University Dominguez Hills, Carson, CA
Bachelor's of Arts

6/ 1984

EMPLOYMENT

Long Beach Mental Health, Long Beach, CA

Mental Health Service Coordinator II,

6/2/2010 – present

- Oversee case loads of 70 or more seriously and persistently mental ill clients.
- Member of the Wellness & Enrichment team.
- Planned wellness group activities, including special outings, implementing and developing creative art expressions assignments, improving academic and life skills of clients, enhancing client quality and life recovery.
- Develop, implement, and evaluate clients of the Wellness Clinic.
- Create policies, goals, and objectives for the Wellness Clinic.
- Coordinate community summit meetings, and festivities.
- Advocate for client's needs and rights to staff and service providers.
- Meet with psychiatrists' regarding the quality of care issues for the consumers.

Long Beach Mental Health Long Beach, CA

Mental Health Services Coordinator II, 12/1/07 – 6/1/2010

- Managed large volumes of staff data for computer input into the Integrated System (IS), along with consumer appointments, telephone calls, problems solving daily consumer's complaints, manage to facilitate effective flow and work completions.
- Responsible for distribution of work assignments and the provision of general oversight to ensure that the clinic's financial and clerical needs were met on a daily basis.
- Supervised Financial Services Workers, Clerical staff, 1 Drug Abuse Counselor, and Volunteers.
- Managed and adjusted employee workloads to maximize production.
- Hired employee, student/volunteers and provided trainings.
- Arranged life scans, schedules application for county badges and handled paperwork pertaining to school evaluations.
- Oversaw daily operational units, which consist of medical records, doctor's schedules, screening clients financial evaluation, receiving and handling client's schedules, inputting prescriptions into the PAT'S, receiving payments, sending out bills, handling bus tokens, ensure that the Delayed Medi-cal Claims report, Claims not billed to Medi-cal, Error Correction, K/FILE and unbilled Medi-cal reports are completed in a timely manner.
- Resolved client's issues.
- Assisted with annual audits.
- Solely responsible for distributing, collecting, and entering time cards data by established deadlines.
- Member of management team and attended weekly clinic meetings and made recommendations.

Long Beach Mental Health, Long Beach, CA

Mental Health Service Coordinator I, 2003-2008

Medical Case Worker II 1993 – 2003

- Visited and evaluated clients in Residential Care facilities
- Completed 10-O2's for clients, fill out bus applications, jury duty forms, Work the Crisis area, interview and assess clients daily, place clients in residential care and homeless shelters, assist clients in every area that is needed,
- Housing liaison for clinic,
- Co-leader of the Resource Domain Team and work to implement clinic transformation.