

## Profile

Tracey First Name A Middle Initial Montgomery Last Name

+montgomery@arcnorthland.org Email Address

[REDACTED] Street Address

[REDACTED] Suite or Apt

Duluth City

MN State

55802 Postal Code

District 6 What district do you live in?

[REDACTED] Primary Phone

[REDACTED] Alternate Phone

Arc Northland Employer

Housing Access Services Coordinator Job Title

Which Boards would you like to apply for?

Heading Home St. Louis County Governance Board

Interests & Experiences

Why are you interested in serving on a board or commission?

Attached Upload a Resume

Demographics

# Tracey Montgomery

tmontgomery@arcnorthland.org

## Summary

Creative and resourceful community service professional talented at quickly mastering new skills and processing new information. Diplomatic and gracious with a desire to deliver exceptional customer service.

## Highlights

- Excellent interpersonal skills
- Skilled multi-tasker
- Culturally-sensitive
- Flexibility and patience
- Dependable and reliable
- Fast learner
- Self starter
- Time management

## Accomplishments

Working with challenging clients with behavior health, Schizophrenia, dementia, Traumatic Brain injury and other diagnosis has been rewarding when you are able to see them achieve goals and live inclusively and as independently as they can in the community.

## Experience

Arc Northland

October 2015 to Current

### **Housing Access Service Coordinator**

Duluth, MN

Provide individual support, facilitation, advocacy, and housing access services to people who have disabilities. The primary role of the Housing Access Coordinator is to assist people in moving to a home or apartment of their own, in typical community / neighborhood settings. Employees are expected to demonstrate competence in the areas of multi-cultural communication (written & verbal), problem solving, flexibility, job knowledge in social services, time management, interpersonal relations, ethics, and communication skills. Major responsibilities: Will seek and locate suitable, affordable, accessible housing. Have a reliable vehicle and is comfortable transporting people to view apartments or private households when necessary. Assists individuals with person-centered planning related to housing/moving. Accompanies individuals as they are looking for housing. Assists individuals in reviewing and completing rental applications and lease agreements. Meets and negotiates with landlords and property staff. Assists individuals in developing household budgets. Assists individuals in locating resources for furnishing their home. Follows up post-occupancy with participants to answer questions or provide assistance.

During 2016 I personally transitioned 12 people out of Adult Foster Care facilities into homes of their own as well as assisted with 95 individuals moving with a disability into an eligible apartment of their own.

Safe Transitions

June 2014 to October 2015

### **ARMHS Worker**

Cloquet, MN

Wrote treatment plans, met with clients in the community or home and helped them establish goals as well as work on their goals. Role modeled appropriate behavior and encouraged positive expectations and support. Assist in recovery from mental health issues and educate on mental health issues they are experiencing.

At Home Living

June 2006 to June 2010

**Supervisor**

Duluth , MN

Performed all the duties of a direct care staff person as well as screen new referrals for a placement and assure all admission paperwork is completed and on file meeting licensing requirements. Notify licensure within 5 days of any admission/discharge and staff changes. Develop with the client and extended support team a person-centered individual support plan identifying personal goals, needs, vulnerabilities and identifying expectations of staff in supporting them. Hire and train staff meeting licensing requirements, assuring appropriate paperwork is on file. Monitor medication administration as defined by our policy and licensing requirements, fill pill boxes on a weekly basis and assure MARS are documented on accurately. Provide documentation of services provided and monitor direct staffs documentation for appropriateness and implementation of support plan as written. Maintain confidentiality at all times, make schedule and budget for the whole house as well as each client and much more.

Being able to redirect a client from causing harm and injury to himself and or others. I felt I had a good connection with the clients and by using humor or just talking nice to them I could deescalate situations and prevent them from escalating.

Medication administration, CPR, cooking, cleaning, multi-tasking and also driving them to appointments and outings as well as computer and budgeting skills

**Education**

**University Wisconsin-Superior**

**Bachelor of Science: Psychology and Sociology**

Superior, WI, 54880