



Monda Groener

Elder Care Coordinator

monda.groener@gmail.com 

(412) 828-3473 

4231 Wilson Street, Saginaw, MI 
48601

Education

**High School Diploma at
Detroit Public Schools,
Detroit, MI**

Aug 2010 - May 2015

I have learned to be organized,
to manage my time, to set goals,
and to study efficiently.

Links

[linkedin.com/in/mondagroener](https://www.linkedin.com/in/mondagroener)

Skills

Patience



Communication



Listening



Organizational Skills



Time Management



Flexibility



Creativity

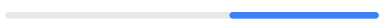


Languages

English



French



Employment History

Elder Care Coordinator at Great Lakes Caring, MI

Mar 2022 - Present

- Negotiated with insurance companies to extend in-home care services for clients, saving an average of \$2,000 per month.
- Developed and implemented a new system for tracking client medications which resulted in a 98% reduction in errors.
- Coordinated all aspects of care for 20+ clients including doctors' appointments, home health services, and transportation needs.
- Wrote grant proposals that secured \$15,000 in funding from local organizations to support program initiatives.
- Collaborated with community partners to develop resources and educational materials on eldercare topics such as dementia and caregiver burnout.

Senior Elder Care Coordinator at Heart of West Michigan United Way, MI

Aug 2019 - Feb 2022

- Led a team of 15 caregivers in providing quality care to seniors with varying levels of needs.
- Supervised the daily operations of an elder care facility with 50 beds.
- Implemented new policies and procedures that improved overall efficiency by 20%.
- Trained 5 new employees on best practices for caring for seniors.
- Successfully advocated for additional funding from government agencies to improve services offered at the facility.

Lead Elder Care Coordinator at Senior Helpers, MI

Sep 2015 - Jul 2019

- Led a team of 10 eldercare coordinators in providing care services to 500 elderly clients.
- Successfully matched 100% of clients with appropriate care facilities and caregivers.
- Monitored quality of service provided by caregivers, addressing any concerns or issues that arose.
- Wrote individualized care plans for each client based on needs assessment.
- Conducted weekly check-ins with both clients and caregivers to ensure all parties were satisfied.

Certificates

Certified Dementia Practitioner (CDP)

Feb 2021

Certified Alzheimer's Disease and Related Disorders Care Trainer (CTT-AD)

Sep 2019