Ryan K. Litchfield

8 Prouty Lane

Rutland, MA 01543

Cell #: 774-364-1950

Email: [rklitchfield93@hotmail.com](mailto:rklitchfield93@hotmail.com)

LinkedIn: <https://www.linkedin.com/in/rylitchfield/>

**Objective:**

A compassionate, friendly, hard-working, and results-driven professional with a strong background in working with people with various needs and abilities.

**Employment Experience:**

* **Special Education Paraprofessional and Substitute Teacher, Wachusett Regional School District, Holden, MA, Duration: August 2023- Present**
  + Support a ninth-grade student with a communication disability at Wachusett Regional High School transition to academic and social/extracurricular activities
  + Provide instructional academic and social/emotional support to the ninth-grade student for all of his regular education classes
  + Offer coverage for classes in which teachers are absent for the day
* **Autism Life Coach, ASD Life Coaches LLC, Colonia, NJ, Duration: October 2022-Present**
  + Provide virtual one on one coaching to autistic adults across the United States via Zoom on various life and social skills
  + Run a monthly group via Zoom for autistic clients and coaches to connect and socialize
* **Personal Care Management (PCM) Administrative Assistant I, Center for Living & Working, Inc. (CLW), Worcester, MA, Duration: June 2022-May 2023**
  + Processed Overtime Requests for Continuity of Care and Temporary Authorizations for consumers provided by PCM skills trainers
  + Generated and Submitted Skills Training Reports (Over Billing, Overtime Non-Compliance, Non-Utilization, and Late Time Slips) for PCM Management
  + Assisted with the Initial QA (Quality Assurance) Process for the PCM program
* **Youth Services Skills Trainer Presenter, Center for Living &Working, Inc. (CLW), Worcester, MA, Duration: March 2022-June 2022**
  + Developed eight (8) workshops from different non-profit organizations that focused on providing various services and supports to individuals and families in the autism community
  + Created flyers and contacted organizations to set up logistics and workshop plans
* **Autism Peer Specialist, Open Sky Community Services, Worcester, MA, Duration: July 2020-April 2021**
  + Provided peer support and check-ins for adults with autism through Department of Developmental Services (DDS) via telephone, email, and Zoom to work on goals and needs related to independent living and socialization/communication
  + Ran focus groups, more specifically, technology group and poetry group for autistic adults interested in these topics
* **Home Care Administrative Coordinator, Family Services of Central Massachusetts, Worcester, MA, Duration: August 2019-June 2020**
  + Performed office and clerical duties for the home care department
  + Assisted with field staff in-service trainings
  + Scheduled personal care and homemaking services for clients and assigning them to aides
* **State Home Care Case Manager, Elder Services of Worcester, Worcester, MA, Duration: January 2019-February 2019**
  + Conducted in-person visits for consumers to assess service effectiveness and to assess well-being
  + Assisted with dropping off meals when Meals on Wheels was not available
* **State Home Care Aide and Clerical Receptionist, Montachusett Home Care, Leominster, MA, Duration: November 2017-January 2019**
  + Office and clerical duties for all the departments of the agency
  + Scheduled personal care and homemaking services for consumers
  + Conducted assessments to evaluate consumer’s well-being and service delivery related to homemaking and personal care
* **Administrative Assistant, Behavioral Concepts Inc. (BCI), Worcester, MA Duration: April 2017-November 2017**
  + Assisted the HR manager with conducting new employee hire orientations
  + Completed intakes for individuals and families needing autism services
  + Setting up email accounts and AccuPoint accounts for new employees

**Volunteer Experience:**

* **Autism Speaks 2023 Local Impact Grant Volunteer Grant Reviewer, Autism Speaks, New York, NY, Duration: October 2023-November 2023**
* **Responsive Skills Trainer Curriculum Collaborator, Global Autism Project, Brooklyn, NY, Duration: September 2022-June 2022**
* **Court Service Center Intern, Worcester District Court, Worcester, MA, Duration: September 2018-January 2019**

**Education:**

* Bachelor of Arts in Human Services and Rehabilitation Studies

Assumption College, Worcester, MA

Graduation Date: May 2017

* Certificate in Aging Services

Assumption College, Worcester, MA

Graduation Date: May 2017

**Skills:**

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| --- | --- |
| * Administration | * EMRs and Patient/Staff Databases |
| * Planning and Outreach | * Instructional Support/Teaching |
| * Case Management | * Disability Support |
| * Quality Assurance | * Word, Excel, PowerPoint, Outlook |
| * WordPress | * Peer Support |

**Certifications:**

* Certified Grant Writer, Technical Writer HQ, Certified: December 8th, 2023
* Certified Cognitive Coach (CCC) International Board of Credentialing and Continuing Education Standards, Jacksonville, FL, Certified: 2023 and valid until 5/5/202,

Credential #: CCC2332592

* Autism Certificate International Board of Credentialing and Continuing Education Standards, Jacksonville, FL, Certified: 2022 and valid until 12/3/2024,

Credential #: AC20965515