

BONNIE MACDONALD
588 Melrose Blvd.
Timmins, Ontario
P4N 5H7
613-291-0522

Skills Summary

Multi-tasking

Work well in group setting and independently

Time management skills

Assessment and Intake

Case Management

Documentation

Management of Volunteers

Coordinating

Receptionist

Keep up to date, thorough and accurate confidential case files.

EXPERIENCE

Case Manager

2010-2012

Qikitani School Operations

Pond Inlet, Nunavut

- Coordinated activities for severely blind and disabled child
- Assisted family members in career and education choices
- Worked closely with Doctors, Lawyers, Teachers, Landlords, School Board and Transportation.
- Assisted family with budgeting
- Educated family on needs of the child.

Ontario Recorder

2008-2010

Ottawa, ON

- Assisted Survivors of Residential School abuse to access compensation from the government.
- Worked closely with Doctors, schools, Lawyers, Counsellors, Chiefs and Band Council members,
- Attended hearing with Survivors and acted as emotional support for them.
- Educated clients and their families about available services and resources.

Mental Health Intake Worker/Crisis Intervention Worker/Seniors Co-ordinator

Wabano Center for Aboriginal Health

Ottawa, Ontario

- Assisted individuals in dealing with addictions and mental health issues.
- Advocated for clients with support networking.

- Coordinated Seniors Program
- Referred families to food banks, financial assistance, medical care and legal assistance, employment and training guidance.
- Assessed mental and physical health of clients and referred them to appropriate agencies.

Casual Educational Assistant

Ottawa Carleton District School Board

- Assisted classroom teacher with activities.
- Assigned to assist one child who had Autism.

Native Educational Assistant

Wahgoshig First Nation-Matheson, ON

2001-2003

- Assisted teachers with instructing Wahgoshig students.
- Instituted "Clothes from Cops" campaign for students.

ADDITIONAL SKILLS

- Safety and risk assessments
- Valid driver's license
- Criminal Check
- Fast learner
- Culturally Sensitivity
- Exemplary people skills with an incredible sense of humour.
- Compassionate, kind and sensitive to the needs of the client.

Excellent references available upon request.