

**Andrea M. Zaito, MSSA, LMSW, CMC**

**12430 Golden Thistle**

**Houston, Tx 77058**

**281-910-0930**

**E-mail amzaito@gmail.com**

**EDUCATION:**

CASE WESTERN RESERVE UNIVERSITY CLEVELAND, OHIO  
Degree: Masters In Social Work Administration

JOHN CARROLL UNIVERSITY CLEVELAND, OHIO  
Major: Sociology  
Minor: Psychology  
Degree: B.S. Sociology

**WORK**

**EXPERIENCE:**

**Contract Employee:**

Texas Home Health Care and Hospice division  
Libbie's Place Senior Day Program  
Clear Lake Regional Medical Center

**A TO Z GERIATRIC CARE**

Dates: 2014 to Current

Responsibilities Include:

Self initiated Care Management business to work with individuals and families maintain healthy end of life care

Self Marketed

Conduct comprehensive Geriatric Psychosocial Assessments. Including Executive function, capacity, and depression

Monitor plan of care and update as necessary

Assist with doctor appointments and manage chronic disease process to ensure compliance.

Counseling for anticipatory grief, palliative care, end of life and aspects of chronic disease.

**Vitas Innovative Hospice Care**

Houston, Texas

Dates of Employment: August 2012 - 2014

Responsibilities Include:

Marketing to 8 hospitals and doctors to promote the benefits of early referral and hospice care.

Meet with families to assist with having the hospice conversation

**Kindred Hospital**

Houston, Texas

Dates Of Employment: July 2007 to August 2012

Responsibilities Include:

Discharge planning, including home health, Skilled nursing and outpatient

Assessment and referral for community services

Grief counseling and hospice referral, certified grief recovery specialist

Provide counseling to patient and family as necessary

Utilization Review for insurance patients

**Christus St. John Hospital**

Houston, Texas

Dates of Employment: April 2005 to July 2007

Responsibilities Include:

- Discharge planning, including home health, Skilled nursing and outpatient
- Assessment and referral for community services
- Grief counseling and hospice referral
- Provide counseling to patient and family as necessary

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Seabrook, Texas 77596  
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**Consulting and Home Health Care**

**Senior Bridge Family Services** Indianapolis, Indiana

Dates of Employment: August 2005 to May 2006

Responsibilities Include:

- Care management for assigned clients including coordination of services to ensure self-determination, independence and safety.
- Family and patient counseling and evaluation for chronic disease management and anticipatory grief.

**Gentiva Health Services** Indianapolis, Indiana

Dates of Employment: August 2005 to May 2006

Responsibilities Include:

- Evaluate and provide community linkage to resources
- Provide counseling to patient and family as necessary to ensure adherence to medication and medical aspect of care for chronic disease

**Senior Counseling Group** Indianapolis, Indiana

Dates of Employment: January 2006 to May 2006

Responsibilities Include:

- Counseling identified patients in local nursing homes under the supervision of a psychiatrist.

**Vita- Living Inc.,** Houston, Texas

Dates of Employment: March 2004 to March 2005

Responsibilities Include:

- Inform and educate nursing facility residents and administrators about relocation options for community living.
- Intake and evaluate residents interested in relocating
- Provide a full range of relocation services for residents relocating into the community.
- Develop a relocation service model based upon independent living philosophy.

**Home Health Care, Medical Social Work** Houston, Texas

Dates of Employment: 12/04 to July 2005

Company's include: Excellence Home Care, Christus VNA, Assist Med, Health Care Innovations, Health Priority Home Care

Responsibilities Include:

- Provide social work visits to patients
- Evaluate and provide linkage to community resources
- Provide counseling to patient and family as necessary
- Provide team support

**Director**

The Center Serving Persons with Mental Retardation Houston, Texas

Dates of Employment: August 2001 to November 2003

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Responsibilities include:

- Management of the Education, Day Care and Adult Services Departments.
- Management oversight of 80 plus staff including evaluation and monitoring required by agency policies and procedures.
- Recruit, hire, train and develop direct care and management staff
- Develop agency policies and procedures to satisfy both board mission and funding requirements
- Ensure the quality of care by monitoring the adherence of TEA regulations, Texas Department of Human Services Child Care Standards, Department of Human Services Adult Day Care Standards and Regulations, MHMRA standards as well as Federal Guidelines.
- Serve as a member of the Board of Governor's committees associated with each program.
- Develop and monitor budgets for each department as well as improve budget adherence by developing supply inventory system, contract employee tracking system and downsizing personnel to better meet needs of the agency
- Remodeled physical plant in adherence to ADA to meet needs of individuals served by agency
- Successfully completed TEA, Department of Human Services and Day Care audits 2 years standing.

### **OTHER ACTIVITIES and PERTINENT SKILLS:**

- Volunteer and coordinate support group for Adoption Network, including group leader for supporting person in the adoption triad, as well as fund raising.
- Participate on a committee through a grant with the Robert Wood Johnson Foundation to improve overall services to the elderly and disabled population in the greater Houston area.
- Co-leader of Girl Scout Troup 1306 from 2003 to 2009
- Social agency audit preparation.
- Working knowledge of various state and local funding options Medicaid (all forms)
- Certified Day Care Administrator State of Texas
- LMSW State of Texas and State of Ohio
- LCSW State of Indianapolis
- Successful completion of Professional HR Development Course through Rice University Fall 2003
- Volunteer with the Houston Galveston Area Agency on Aging
- Member of the Bay Area Continuity of care
- Board Member of the Women's sailing association 2009 - current
- Certified Grief Recovery Specialist 2011
- Licensed Care Manager 2017
- Board Member UTMB Dementia Wise Study 2018 to current
- Board Member UTMB Study Consultation Current
- President ALCA South Central Board Current