



SHELBY DAVIS

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ABOUT

Passionate about providing creative therapy opportunities for those in need of psychiatric residential care. Experience working in psychiatric hospital, IOP, one-to-one, and group settings of all ages as well as intellectual disabilities pre-K through older adults. I hold a Bachelor's degree in Music Therapy from William Carey University and am currently pursuing Masters in Social Work at the University of Southern Mississippi. I have advanced training experience, supervisory experience, as well as Human Resource experience. My career goal is to provide reintegrative therapeutic services for those at risk of and rehabilitating from human trafficking.

Visit my website: www.shelbymdavis.com

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EDUCATION

BA: Music Therapy | William Carey University

2014 – 2017



EXPERIENCE

Director of Training | Rehabilitation Centers LLC. D.B.A. Millcreek

JUNE 2019 – MARCH 2021

Develop a program delivery schedule that provides training as needed and in locations that work for participants. Collaborate with management to assess ongoing and future training and development needs as well as effectiveness of established programs. Provide staff management to include hiring, development, training, performance management and communication to ensure effective and efficient department operation. Conduct New Hire orientation classes. Conduct de-escalation and restraint training to both new hires and as refresher courses. Conduct annual in-service training as well as CPR training. Work with HR and Compliance departments as needed to ensure timely training of staff. Ensure all training records are accurate and up to date as required by the Department of Mental Health and Medicaid for the State of Mississippi and company policy. Update and maintain employee training information in HR Database and ensure records are filed properly and timely. Cross trained in Human Resource rolls. Responsible for leading corporate projects such as Position Control, Touch Point Surveys, and site-specific



projects such as Competency Standards Update. Function as a member of Leadership to ensure up to date training. Responsible for reporting Annual, Quarterly, and Monthly Dashboard, Training Trends, Touch Back, New Hire, Separation Reports and more.

Behavioral Health Associate 5: Unit Coordinator | Rehabilitation Centers LLC.

D.B.A. Millcreek

MARCH 2019 – JUNE 2019

Coordinate and lead the work and activities of others, including scheduling programs and activities. Supervise and schedule staff for all shifts to comply with ratio standards. Identify the developmental needs of assigned staff by coaching, mentoring or helping others to improve their knowledge or skills. Perform day-to-day administrative tasks such as maintaining files and processing paperwork. Help with admissions and discharges, as needed. Provide guidance and direction to other staff members. Participate in rehabilitation and treatment programs as well as teach strategies to promote patient wellness and independence. Patient safety addressed through rounding and environmental rounds. Actively participate as part of a multidisciplinary team to provide safety and increase coping skills of patients/residents and assist in developing strategies for helping patients/residents to be as independent as possible. Monitor behavioral improvements and reinforce positive behaviors.

Recreation Therapist | South Mississippi State Hospital

JAN 2018 – APRIL 2019

Planning, organizing, facilitating recreation program at adult psychiatric hospital. Incumbents direct and participate in recreational activities for clients; instruct in fundamentals and rules of sports; demonstrate by example techniques of activity; and plan programs for the rehabilitation to homeostasis of patients. Compiles client assessments and reports as well as documents all recreational/therapeutic progress for program re-evaluations.

Music Therapy Intern | South Mississippi State Hospital

JUN 2017 – DEC 2017

Full time, six-month internship under a board-certified music therapist. Duties included: observing, co-leading, and facilitating recreational therapy sessions, creative arts sessions, and music therapy sessions in an adult psychiatric facility. Create sessions to help patients reach short term and long-term goals with adaptations for mental and physical needs. Learn the filing systems, charts, and assessments needed for each patient. Assist in assessments, master treatment plans, and progress notes for each patient.

Quality of Life Grant | William Carey University

JAN 2017 – MAY 2017

Leader of Community Integration at Pine Belt Mental Health Services involving adults with IDD. Duties included creating community integration opportunities for clients to perform in groups and solos. Creating a line of communication with local performance groups, churches, and private venues to create a safe space for community integration. Worked one on one and in group settings to meet short term and long-term goals through music. Employ accurate record keeping of client charts.



CERTIFICATIONS

TCI7 Trainer Associate | Cornell University: Bronfenbrenner Center for Transitional Research, College of Human Ecology. Residential Child Care Project

Issue Date: 3/27/2020

TCI6 Trainer Associate | Cornell University: Bronfenbrenner Center for Transitional Research, College of Human Ecology. Residential Child Care Project

Issue Date: 8/27/2019

UltiPro HR Training/Payroll Shared Services Training | Acadia Health Care

Issue Date: 7/16-19/2019

First Aid/CPR/AED Instructor Course | American Red Cross

Issue Date: 6/21/2019

ASIST | Applied Suicide Intervention Skills Training

Suicide First Aid

Issue Date: 3/15-16/2018

Other Certifications | Applied Suicide Intervention Skills Training

- Medline University: Respect and Dignity
- Biometric Information Acknowledgment Policy
- Rapid Regulatory Compliance: Non-Clinical I
- Rapid Regulatory Compliance: Clinical I
- Rapid Regulatory Compliance: Non-Clinical II
- Rapid Regulatory Compliance: Clinical II
- Code of Conduct
- Zero Tolerance 2.0
- Customer Service
- COVID-19 FREE OFFERING: 2019 Novel Coronavirus: What Healthcare Professionals Need to Know
- Identifying and Assessing Victims of Abuse and Neglect
- Active Shooter Response in Healthcare Settings
- Cultural Competence: Providing Culturally Competent Care
- Recognizing and Responding to Human Trafficking in a Healthcare Context
- MGMT: Candidate Experience
- MGMT: Selection of Candidates & Job Offers
- MGMT: Behavioral Interviewing
- MGMT: Onboarding
- Management 101 - The Candidate Experience
- High Reliability 2.0
- Introduction to Performance Improvement
- Workplace Violence

- Pain Management
- Social Media 2.0
- Conducting an Investigation
- Conflict Management
- MGMT: The Importance of Delegation
- DSM-5
- Medline University Resident Rights: The Art of Caring



SKILLS

- UltiPro User Administration knowledge such as running Business Intelligence reports, document uploading, key date and data entry.
- Proficient supervisory experience by supervising department
- Exhibits ability to speak to large groups succinctly and clearly.
- Knowledge in running MVR, Background Checks, Child Abuse Registry Reports, as well as others.
- Coordinates and executes in person trainings for employees ranging from 1-70 participants.
- Advanced Microsoft Office and Teams knowledge: Word, Excel, Access and Power Point, One Note, Outlook, and Outlook integrative calendar .
- Advanced knowledge in creating and administering facility training and meeting calendars.
- Models and demonstrates elevated standards of high reliability, integrity, trust, openness and respect for others.
- Advanced phone performance and direction of calls.
- Clear and concise monthly budget record keeping and reporting.
- Advanced data collection with generation and submission of reports.
- Demonstrates integrity by maintaining necessary confidentiality.
- Adequately reviews and updates policy and producers annually.
- Ability to use a variety of interventions and programs to improve physical, cognitive, social, emotional, and behavioral abilities to provide independence in life activities and leisure functioning.
- Able to perform de-escalation techniques while maintaining a safe and therapeutic environment.
- Verbalize techniques and skills used for behavior modification.
- Exhibit skills related to documenting aspects of consumer care.
- Demonstrates aptitude to write measurable objectives.
- Demonstrates experience in use of interventions and techniques such as advanced activities of daily living, anger management techniques, community integration, exercise group, functional skills, leisure counseling, leisure education, pre-community integration skills, relaxation techniques, sensory stimulation, social skills, stress management, and time management.
- Ability to incorporate assessment information from both the recreational therapy evaluation and other team members evaluations.
- Demonstrates a working knowledge related to diversity issues to organize and implement therapeutic interventions to meet the consumer's needs.
- Displays the abilities and attitudes necessary to collaboratively develop the treatment plan.

- Shows understanding, courtesy, tact, empathy and concern; develops and maintains relationships.
- Exhibits cross cultural sensitivity and understanding.
- Identifies and seeks to solve problems and prevent or resolve conflict situations.
- Encourages others through positive reinforcement.
- Demonstrates integrity by honoring commitments and promises.
- Expresses a sense of responsibility and commitment to the public trust through statements and actions.
- Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.
- Ability to analyze and evaluate data to modify the individualized treatment/program plan, the intervention/program plan, the intervention/programs or to recommend discharge plans/aftercare
- Demonstrates ability to communicate with others (staff, consumers, others) in a clear, concise, professional and timely manner.
- Works well in groups.
- Accepts responsibility for actions and results.
- Focuses on quality and expends the necessary time and effort to achieve goals.
- Steadfastly persists in overcoming obstacles and pushes self for results.
- Maintains necessary attention to detail to achieve high-level performance.
- Deals effectively with pressure and recovers quickly from setbacks.
- Takes ownership of tasks, performance standards and mistakes.
- Ability to work as part of interdisciplinary team
- Knowledge of human behavior and performance including individual differences in ability, personality, and interests



REFERENCES

Faith Ashmore | Rehabilitation Centers LLC. D.B.A. Millcreek

INFECTION CONTROL NURSE

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Shannon Boyte | Rehabilitation Centers LLC. D.B.A. Millcreek

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Merwin Brown | South Mississippi State Hospital

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