

# Machel Reynolds

## **Assistant Health Services Administrator Corrections LPN, Twelve Years Emergency Medicine**

Johnston City, IL 62951

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#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Assistant Healthcare Services Administrator LPN**

Pulaski County Detention Center - Ullin, IL

May 2020 to Present

Assisted with coordination and management of health services operations within a correctional facility within a variety of Federal Agency Contracts to include specialty providers, dental, medical, optical and mental health care to align planning processes for patient care of incarcerated and detained individuals. Assisted with regulatory issues to maintain contractual compliance of standards. Recruited, trained, and oriented healthcare staff members. Managed and maintained scheduling for 24 hour medical department. Analyzed current programs to determine efficacy and areas of opportunities for growth and improvement. Monitored and addressed needs/status of chronic/acute medical conditions in male and female population. Assisted with tracking of statistical data to make effective program decisions. Direct day to day administrative operational function of employees providing guidance and leadership in Immigration, Federal, and County Population.

### **Patient Care Technician**

Memorial Hospital of Carbondale - Carbondale, IL

June 2017 to Present

62901

Function as an Emergency Room Technician working with all level acuity patients in a 26 bed department. Responsible for collecting samples for lab analysis, gathering patient information, monitoring EKGs and cardiac rhythms, maintaining adequate vital signs, I & O's, providing wound care, applying OCL splinting to fractures, and assisting physicians and nurses with treatments. Maintain the ability to collaborate as member of the Emergency Department through possessing strong communication skills, the ability to prioritize and make decisions while working under pressure and in hazardous conditions.

### **Emergency Medical Technician**

Williamson County Ambulance Service - Herrin, IL

July 2013 to Present

62948

Functioned as an Emergency Medical Technician for EMS on an ALS unit providing coverage for 911 emergency calls for the county. Responsible for the transport of critical medical transfers to trauma and

psychiatric facilities for Southern Illinois Hospital. Involved with local, county, and state law enforcement agencies, providing witness statements and input for fact-finding for 9-1-1 calls involving legal or potential criminal issues.

### **LPN (Licensed Practical Nurse)**

Wexford Health Sources, Inc. - Vienna, IL

January 2019 to May 2021

Function in a Medium Security Prison providing all aspects of health care. Responsible for lab analysis, intakes, medication administration and education to approximately 1800 patients, working with providers managing disease processes, performing EKGs, completing pre-physicals, visual acuity, assisting with procedures, operating clinic lines, prepping patients for procedures, responding to emergencies, performing assessments and determining recommendations for appropriate levels of care. Maintaining/Updating Mars daily with current orders, administers vaccines and injections as ordered.

### **Mental Health Technician**

Clyde L. Choate Mental Health Center - Anna, IL

December 2015 to September 2018

62906

Function as a Mental Health Technician working with developmentally disabled and mentally ill consumers in a state operated residential facility. Responsible for active treatment, grooming and hygiene, meal service, and implementation of habilitation and behavior plans. Function as a member of the treatment team; provide supervision, group activities, and 1:1 skill development. Involved in OIG (Office of Inspector General) investigations through involvement in confidential interviews, provision of witness statements, documentation and reporting of facts pertaining to allegations related to co-workers and consumers who are under investigation for incidents of abuse and neglect, employee conduct issues, and other malfeasance

### **Residential Staff Supervisor**

H Group BBT Inc - Marion, IL

July 2011 to July 2012

62959

As the Residential Staff Supervisor for a community corrections center, was responsible for the daily operation and oversight of 35 employees and 110 inmates in the halfway house setting. Developed and conducted new hire orientation and routine training on security procedures, daily operation tasks, employee conduct, and documentation requirements. Determined and implemented daily schedules; completed timekeeping and payroll duties. Responsible for hiring, discipline, and termination of employees, utilizing a step process for discipline. Conducted investigations/interviews, evidence collection, and fact finding for allegations and acts of abuse, employee misconduct, sexual abuse, etc. Issued federal warrants for escapees, contacted federal judges, set up Incident Command and assisted US Marshalls with logistics for these individuals. Responsible for conducting urinalysis and other drug testing procedures for employees and inmates. Collected and maintained drug evidence through "chain of custody" procedure and documented facts/findings utilizing a secure data system. Submitted investigation findings and recommendations via reports to the Federal Bureau of Prisons, Human Resources, and upper management. Networked with other agencies including the US Marshal Service, Bureau of Prisons, OIG, US Parole/Probation Office, DASA, and local, county, and state law

enforcement agencies, completing routine reports and turning over individuals as necessary related to findings of investigations.

### **Habilitation Technician/Activity Director**

Progress Port - Carterville, IL  
June 2008 to September 2009

62918

Responsible for the development and implementation of active treatment programs to assist 66 developmentally disabled individuals in independent activities of daily living. Transported clients daily for employment, appointments, leisure activities, and home care tasks. Supervised staff, ensuring that daily operation guidelines/policies were maintained. Operated under OIG Rule 50 and 51, providing witness reports, interviews, and assisting with the provision of information for fact-finding for any cases of abuse/neglect within the facility.

### **Customer Service Manager**

Schwan's Food Company - West Frankfort, IL  
May 2006 to March 2008

62896

Responsible for seeking and establishing new accounts. Maintained sales records, weekly growth charts, quotas, and profit margins. Maintained confidential customer files and data. Developed and implemented more efficient route systems for managers within the company.

### **Correctional Officer**

Florida Department of Correction - Raiford, FL  
August 2004 to October 2005

32026

Functioned as a Correctional Officer in maximum security prisons for the Florida Department of Law Enforcement. Responsible for supervising and maintaining order of prisoners in close confinement and death row units. Responsible for both male and female inmates. Conducted security procedures including pat down, strip search, and cell searches. Responsible for documenting any contraband found and maintaining evidence in a secure manner. Certified for chemical and lethal use of force per Florida DOC guidelines. Provided testimony in a court of law for internal incidents of abuse or criminal activity. Provided witness statements, deposition statements, and assisted in interrogation of inmates related to physical altercations and other instances of misconduct within the prison units.

### **Correctional Officer**

Illinois Department of Correction - Chester, IL  
August 2003 to September 2004

62233

Functioned as a Correctional Officer at Menard Correctional Facility, working with sexual predators and violent offender populations, implementing Illinois state statutes and regulations specific to these populations. Responsible for conducting daily operations in a maximum-security prison. Responsible for investigation of inmate to inmate complaints and allegations, collecting relevant data, completing documentation of facts/findings and reporting information per DOC guidelines.

## Education

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John A. Logan Community College - Carterville, IL  
2018

### **Criminal Justice**

Lake City Community College - Lake City, FL  
2004

## Skills

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- EKG
- CNA
- CPR
- Medical Records
- LPN
- Home Care
- Phlebotomy
- Nursing
- Medication administration
- Healthcare Management
- EMR Systems
- Laboratory Experience
- EMT Experience
- Law Enforcement
- Security
- Developmental Disabilities Experience
- Experience Administering Injections

## Certifications and Licenses

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### **Driver's License**

### **EMT**

## Assessments

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### **Patient-Focused Care — Highly Proficient**

October 2020

Addressing concerns and using sensitivity when responding to needs and feelings of patients

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.