

Selesitila Aroha Harvey, MSW



HOPE HAVEN

PSYCHOLOGICAL RESOURCE

125 N. Shortridge Road
Indianapolis, Indiana 46219-4908
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www.hopehavenpsych.org |

EDUCATION

The Ohio State University, Columbus, OH
Master of Social Work

December 2022

Brigham Young University, Provo, UT
Bachelor of Science, Psychology

April 2019

PROFESSIONAL EXPERIENCE

Hope Haven Psychological Resource
Administrative Assistant, Receptionist

November 2024– Present
Indianapolis, Indiana

- Provide trauma-informed, compassionate front-desk support to clients in a behavioral health setting.
- Support a multidisciplinary clinical team by coordinating front-office operations that contribute to effective and ethical patient care.
- Manage and safeguard protected health information (PHI) in compliance with HIPPA and behavioral health privacy standards.
- Facilitate patient flow by managing scheduling, check-ins and communication between clients and clinical staff.

Therapeutic Behavioral Specialist/Case Manager
Viaquest Behavioral Health

April 2020 to April 2022
Columbus, OH

- Provide Therapeutic Behavioral Services to clients by consulting with a licensed clinician to assist with the individual's needs
- Provide service planning for individualized support or care coordinator of healthcare, behavioral health, non-healthcare services, and treatment plan development
- Assist in case management of linkage, interventions, treatment options, restoration of daily life skills, and crisis prevention services

SKILLS

- Fluent in Spanish
- Proficient in Microsoft Office, Google Docs and Excel
- Experience with working with Adolescents and Young Adults
- Excellent organizational and communication skills

