

# R E S U M E

of

Elaine M. DeRosa

4 Pleasant Place  
Cambridge, MA. 02139

Home: 864-6482  
Work: 868-2900

## EXPERIENCE

July 1978-  
Present

Director, Cambridge Family Planning, C.E.O.C. Cambridge, MA.

- Administer comprehensive medical family planning service delivery through five neighborhood health clinic sites
- Supervise and motivate program staff and coordinate staff training
- Coordinate Hospital clinic staff and medical providers
- Monitor and evaluate program efficiency and compliance with local, state and federal laws and guidelines
- Maintain smooth integration of local and federal programs
- Maximize client's accessibility to services through utilization of multi-lingual staff, medical staff sensitive to client needs and community education and outreach
- Responsible for financial planning, evaluation and reporting to local, state and federal agencies
- Develop and seek out new sources of funding
- Grant writer
- Successfully negotiated federal family planning consolidation contract to ensure continued services in Cambridge
- Improved clinic patient flow through scheduling and re-organization of clinic physical lay out resulting in a 19% increase in patient visits

June 1978-  
July 1978

Cambridge Family Planning Services Coordinator, C.E.O.C.

- Coordinated training for Neighborhood Health Clinic receptionists during family planning clinic sessions
- Monitored scheduling of family planning patients, appointments kept, patient fee collection, visit types and numbers of patients seen
- Maintained integration of family planning sessions and services within the neighborhood health clinics
- Processed federal computer forms monthly and analyzed statistics to determine cost effectiveness and efficiency
- Managed family planning inventory of medical, educational, counseling and contraceptive supplies
- Responsible for patient accounts and third party billing

September  
1976-

Family Planning Administrative Assistant, C.E.O.C.

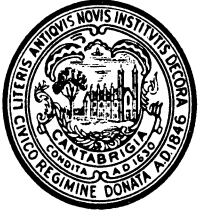
June 1978

- Implemented efficient clinic ordering and delivery system
- Centralized contraceptive inventory
- Designed program informational materials and program publicity
- Developed patient billing forms

- April 1976- Community Health Education Specialist, C.E.O.C
- September 1977
- Organized Health Care Policy Council(HCPC) around neighborhood health clinic issues
  - Investigative research of issues and identification of consumer needs
  - Prioritized activities and developed effective strategies for advocacy
  - Monitored neighborhood health clinic budgets, staffing, and clinic licensure
  - Designed publicity and health educational outreach
  - Coordinated neighborhood participation with the HCPC
  - Maintained communication between the HCPC and other City consumer groups
- December 1973- Community Relations Specialist I, C.E.O.C
- August 1974
- Coordinated Planning Team meetings
  - Organized Cambridgeport and North Cambridge Planning Team neighborhoods
  - Identified issues of neighborhood concern
  - Designed strategies for advocacy
  - Supervised and trained volunteers
  - Developed media and neighborhood publicity
- Education  
1973
- B.S., Cum Laude, Springfield College, Springfield, MA.
- Major Community Leadership and Development;  
Concentration in Community Organization
- Internship
- November 1972
- March 1973
- Assistant to the Director of Community Relations, C.E.O.C.
- Worked as an organizer and planned strategy for the successful city-wide effort to secure city funding for the Neighborhood Health Clinic Program. Conducted educational outreach to elderly, tenant, and other groups to channel consumer support and satisfaction into political support for the clinic program.

REFERENCES AVAILABLE UPON REQUEST.

RECEIVED  
A 9 4th AM '89  
OFFICE OF THE  
CITY MANAGER



# CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel, 498-9011

EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

June 24, 1985

To the Honorable, the City Council:

This is to advise you that I have appointed Ms. Elaine M. DeRosa, Program Director of the Cambridge Family Planning Office, 11 Inman Street, Cambridge, as a member in the health professional category of the Health Policy Board for a term to expire March 28, 1987. Ms. DeRosa, whose resume is enclosed, fills the vacancy created by the resignation of Debbie Klein Walker.

Very truly yours,

Robert W. Healy  
City Manager

RWH/b

IA 45

Re: notification of the appointment of Ms. Elaine M. DeRosa as a member of the health professional category of the Health Policy Board.

In City Council,

June 24, 1985

6/24/85

Placed  
on File -