

# APPLICATION FOR APPOINTMENT – Martin County Health Facilities Authority – Please Print

Check One: ☐ Mr. ☐ Mrs. ☒ Ms. ☐ Miss ☐ Dr.

Name: Emily Nora Silver

**RECEIVED**

By Donna Gordon at 2:27 pm, Aug 03, 2021

Residence Address: 3767 NW Mediterranean Ln, Jensen Beach, FL 34957

Street/City/Zip Code

Mailing Address: SAME

(if different)

Street/City/Zip Code

Commission District in which you reside: 1<sup>1dg</sup> If left blank, Staff will complete.

Are you available year round to attend meetings? ☒ yes ☐ no If **no**, what months **are** you available?

Telephone numbers: 1st: 772-214-4681 alternate: N/A alternate: \_\_\_\_\_  
Area Codes are considered 772 unless you note otherwise.

EMAIL: emily.silver23@yahoo.com

**Have you ever** pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, been placed on probation, received a suspended sentence or forfeited bail in connection with any offense (except minor traffic violations)? Please show all convictions, including driving while intoxicated (DUI) convictions. ☐ yes ☒ no If yes, please provide the following information:

TYPE OF OFFENCES: \_\_\_\_\_

DATES: \_\_\_\_\_

PLACES (city/state): \_\_\_\_\_

SENTENCES OR FINES: \_\_\_\_\_

*A conviction record does not necessarily disqualify you for consideration. Factors such as age at time of offense, nature of violation, and rehabilitation will be considered. The Martin County Board of County Commissioners retains the right to remove, at will, any appointee to a Board or Committee with or without cause.*

**EDUCATION/EXPERIENCE:** A resume is recommended to be attached containing this and any other information that would be helpful to the Board in evaluating your application. Resume or letter of qualifications attached? ☒ yes ☐ no

Education: Doctoral Candidate for Doctor of Public Administration, Certified Public Manager, Masters in Forensic Psychology

Employment Experience: Both non-profit and governmental experience in the social services field

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Other experience you feel would be helpful to the Board in making this appointment: \_\_\_\_\_

See resume.

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Community Experience and Affiliations: Excellent community relations with agencies such as MCSO, MCHHS, House of Hope, LAHIA, Salvation Army, etc.

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Other County Boards/Committees/Task Forces on which you have served: \_\_\_\_\_

N/A

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Do you or any member of your immediate family work for Martin County or hold a position that might conflict with your duties for this Board/Committee/Task Force? If yes, please explain: \_\_\_\_\_

N/A

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**REFERENCES:** Please list two references:

Sharyn Krim - 561-801-3343

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Dawn Cobb - 772-341-0153

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- Applicants may be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true. (Pursuant to Section 92.525 Florida Statutes, falsifying this application is a Third Degree Felony punishable by up to five years imprisonment and up to a \$5,000 fine.)
- Florida law prohibits an advisory board member from doing business with its agency (The County). Section 112.313(3) and (7), Fla. Stat.

→ Signature: Emily Silver

Digitally signed by Emily Silver  
Date: 2021.08.03 14:06:09 -04'00'

Date: 8/3/2021

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Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, August 13**, 2021. All information submitted becomes public record. If you have any questions, please call (772) 221-1352 or send email to [dgordon@martin.fl.us](mailto:dgordon@martin.fl.us).

**Emily Silver, CPM**  
3767 NW Mediterranean Ln  
Jensen Beach, FL 34957  
Cell: 772-214-4681  
emily.silver23@yahoo.com

### **Professional Skills**

- Six years' experience in case management.
- Five years' experience in public assistance services.
- Five years' experience in community relations and customer service.
- Six years' experience working with special needs clients.
- Experienced with Microsoft Office.
- Strong time management skills.
- Ability to read, interpret, and utilize written work policies.

### **Experience**

#### **Treasure Coast Homeless Services Council: Oct. 2020 - Present**

##### *Specialist (Full Time)*

- Oversight of grant programs as assigned
- Staff training
- Programmatic training for partner agencies
- Property management
- Coordination of countywide homeless census
- Screening and processing of client applications for eligibility
- Collaborate with local partner agencies to locate housing and services
- Utilize problem solving skills for complex programmatic/organizational issues

#### **Martin County Health and Human Services: July 2016 – Oct. 2020**

##### *Case Manager (Full Time)*

- Supervise and train assigned staff
- Develop policies, procedures and best practices for current/new programs.
- Interpret Local, State, and Federal regulations/statutes for current and new programs.
- Assist with community outreach events and interagency networking.
- Perform initial entries and updates to client records in a networked database system.
- Process case workloads within time guidelines provided by superiors.
- Provide reports to supervisors for grant management on a county level.
- Monitor grant expenditures and goals.
- Interview clients for possible program qualifications including housing assistance, Social Security and more.
- Utilize deescalating techniques with high-risk clients to assist with housing needs.

#### **Mary's Shelter: June 2018 – April 2019**

##### *Resident Advisor (Part Time)*

- Ensure residents' compliance with shelter rules.
- Perform basic clerical/administrative duties.
- Provide life counseling with residents for a successful future.
- Build professional and supportive relationships with the residents.

**Health Council of Southeast Florida: October 2015 – July 2016****Insurance Navigator (Full Time)**

- Assisted clients with registering for public assistance programs including Affordable Healthcare Act, Medicaid, Food Assistance, and KidCare.
- Manage calendar appointments while also assisting walk in clients.
- Answer telephones, direct calls, and take messages.
- Operate office machines, such as photocopiers and scanners, facsimile machines, and networked computers.
- Communicate with clients and public assistance agencies to troubleshoot case issues.
- Sort, Copy, compile, and file records of office activities.

**Florida Arts and Dance Company: January 2015 – September 2015****Receptionist (Part Time)**

- Assisted customers with merchandise sales.
- Assisted customers with scheduling performance attendance.
- Coordinated with instructors, management, and clients for the success of the business.

**CDC+ (Consumer Direct Care Plus): April 2012 – January 2015****Caregiver (Part Time)**

- Provided personal care for a teenage female diagnosed with Cerebral Palsy.
- Trained for special medical needs of the client.
- Provided emotional support to a special needs child.
- Assisted client with physical training specific to her needs.

**Education**

<b>Issuing Institution</b>	<b>Qualification</b>	<b>Course of Study</b>	<b>Graduation</b>	<b>GPA</b>
Walden University	Doctorate Degree	Public Administration	8/2021	3.6
Nova Southeastern University	Master's Degree	Forensic Psychology	08/2017	3.7
Indian River State College	Bachelor's Degree	Human Services Generalist	08/2015	3.5
Luecht Family Home School	High School Diploma	General Studies	11/2013	
Arizona State University	Certification	Certified Public Manager (CPM)	6/2019	N/A

**Extracurricular**

- Member of International Psychological Honor Society, Psi Chi, NSU Chapter
- Member of National Society of Leadership and Success
- Mission Trip to China – English Instructor to youth
- FEMA Certified

**References****Sharyn Krim**

(561) 801-3343

Former supervisor known for 6 years

**Dawn Cobb**

(772) 288-5456

Former colleague known for 6 years

**Leigh Sitler**

(571) 295-1351

Former colleague known for 6 years