

# ARDRA MANUEL

## PSYCHIATRIC SOCIAL WORKER

### CONTACT INFORMATION:

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### SKILLS & INTERESTS:

- Social Worker
- Medical and Psychiatry
- Human Resource Management
- Community Awareness
- Geriatric Social Assistance
- Counselling and Case Work
- Sensitivity and People Oriented
- Active Listening
- Verbal and Written Communication
- Critical Thinking

### REFERENCE:

Dr. Sabu Rahiman  
Managing Director and Head of Psychiatry  
Department of Viveka Hospital, Calicut  
Phone No.: 93875 28383  
Email: saburahiman@gmail.com

Dr. Mary Princess Lavanya  
Asst. Professor, Department of Social Work  
St. Joseph's College (Autonomous), Bangalore  
Phone No.: +919916865107  
Email: princesslavanya80@gmail.com

### PERSONAL PROFILE:

Solid background of nearly 2 years in the practice and delivery of mental health services. Experience with a wide array of symptomatology, diagnoses and treatment modalities within an in-patient. Specialized in medical social work, counselling and psychosocial assessment. Earned exposure and experience with hospitals, NGOs and communities, backed with Masters in Social Work and undergraduate Degree in Commerce.

### WORK EXPERIENCE:

#### PSYCHIATRIC SOCIAL WORKER

##### Viveka Hospital | May '21 - Present

- Conducting clinical interviews of patients, families and significant others to obtain medical and social history in order;
- Evaluating the behavior of persons to determine if they are, as a result of a mental disorder, dangerous to themselves, others, or gravely disabled;
- Assessing the client's functioning in an environmental setting;
- Establishing and maintaining individual records on assigned patients, including accurate and up-to-date documentation of progress notes, service/treatment plans, medical/psychiatric reports and followed up to ensure continuity of care;
- Ensuring that patients were referred to various community resources/higher doctors and serving as a link between the patients and the services and/or community resources appropriate to their needs upon discharge; and
- Attending and participating in daily Rounds.

### VOLUNTEER AND INTERNSHIP EXPERIENCE:

#### MEDICAL SOCIAL WORK TRAINEE

##### Aster MIMS | May '19 - Jun 19' (1 month)

- Served as a critical first step in connecting patients to mental healthcare services by deciding if formal psychiatric care is needed;
- Supported group discussions and provided individual/family counseling;
- Helped patients determine appropriate health care and other health services and provided support to patients with serious or chronic illnesses; and
- Assisted patients understand their discharge paperwork, ensured they know how to obtain and use their medications and explained the importance of follow-up visits.

## CERTIFICATE COURSES:

-**The Social Context of Mental Health and Illness**, by University of Toronto via Coursera, June 2020

-**How to Write and Publish a Scientific Paper (Project-Centered Course)**, by École Polytechnique via Coursera, June 2020

-**Psychological First Aid**, by Johns Hopkins University via Coursera, June 2020

-**Positive Psychology**, by The University of North Carolina at Chapel Hill via Coursera, June 2020

-**Pain Management**, by University of Colorado System via Coursera, June 2020

-**International Leadership and Organizational Behavior**, by Università Bocconi via Coursera, June 2020

-**Addiction Treatment: Clinical Skills for Healthcare Providers**, by Yale University via Coursera, June 2020

-**Diploma in Corporate Accounts and Management**, by Accounts Service Society, September 2017

## PUBLICATIONS, PAPER PRESENTATIONS AND RESEARCH:

-Presented paper titled "**INFLUENCE OF MIGRATION ON CHILDREN - AN INDIAN PERSPECTIVE**" during DYUTI 2020, "National Conference on Migration and Social Inclusion: Perspectives for Human Rights and Social Work Practice" held on 9th and 10th January 2020 at Rajagiri College of Social Sciences, Kerala

-Research conducted on the topic "**STUDY OF QUARTER-LIFE CRISIS AMONG YOUTH WITH REFERENCE TO BANGALORE CITY**" in 2020

## VOLUNTEER AND INTERNSHIP EXPERIENCE:

### SOCIAL WORK TRAINEE - EDUCATION

**Sneha Care Home - Special Education | Jun '18 – Sep '18**

-Supported students who are struggling with mental, emotional, social, behavioral, and/or familial issues that are negatively impacting their academic performance and overall well-being;  
-Joined in creation, implementation, and assessment of various programs for special students; and  
-Worked on program development for at-risk students, special education, gifted and talented, and alternative education.

### GERIATRIC SOCIAL WORK TRAINEE

**St. Augustine Nivas - Old Age Home | Dec '18 – Mar '19**

-Weekly interaction with inmates to understand their feeling and mental health;  
-Assisted in setting up a library for inmates so that they can spend their time effectively; and  
-Helped elderly individuals adjust to and cope with problems they may experience.

### PSYCHIATRIC SOCIAL WORK TRAINEE

**St. John's Medical College of Research and Development | Jun '19 – Sep '19**

-Explained treatment plans to patients and their families;  
-Maintained patient records, preparing reports, monitoring progress toward treatment goals; and  
-Helped individuals, families, and groups of people to cope with problems they're facing to improve their patients' lives.

### MEDICAL SOCIAL WORK TRAINEE

**Narayana Hrudayalaya | Dec '19 – Mar '20**

-Served as a POC between patients and counselling department;  
-Helped patients determine appropriate health care and other health services and provided support to patients with serious or chronic illnesses; and  
-Assisted patients understand their discharge paperwork, ensured they know how to obtain and use their medications and explained the importance of follow-up visits.

### ACCOUNTANT

**Accountants Service Society | Oct '17 – Mar '18**

## EDUCATIONAL HISTORY:

### ST. JOSEPHS COLLEGE, BANGALORE

#### Department of Social Work

Master's Degree in Social Work  
Graduated in 2020

### HOLY CROSS INSTITUTE OF MANAGEMENT

#### Department of Commerce

Bachelor's Degree in Commerce  
Graduated in 2016  
Grade B

## CONFERENCES AND ACTIVITIES:

-Volunteered in the "**TE CONNECTIVITY BENGALURU WALKATHON 2018**" in support of Digital Inclusion organised by Samarthanam Trust for the Disabled

-Volunteered and participated at the State Conference on "**BONDED LABOR IN CONTEMPORARY KARNATAKA**" organized by Department of Rural Development and Panchayat Raj, Govt of Karnataka and International Justice Mission, Bangalore

-Attending the International Conference on "**UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS (UN SDGs): How can Business, NGOs and Educational Communities Contribute?**" at XIME, Kochi on 14th & 15th March 2019

-Participated in the National 2 Day Seminar on "**YOUTH AS CATALYSTS IN SOCIAL CHANGE**" held on 26 and 27 September 2019 at Eric Mathias Hall, Maffei Centre, St Aloysius College (Autonomous), Mangalore

-Participated in the International Symposium on "**EMERGING TRENDS IN MENTAL HEALTH**" by The University of North Carolina Wilmington in association with The Department of Social Work & The Office of Public Relations on December 2018

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