

Hilltoppers, Inc.

REVISED 07/16/25 M.COWART

Agency On-Call Cell# 335-2544

Last Name	Extension	DID#	CELL#S
FRONT DESK Operator and Auto Attendant	1201	PRI 484-2535	
Home Matters (calls forwarded to J.GREEN)	1132	707-3132	
Anderson-Todd, Linda / Trainer	1141	707-3141	
Beach, Rhonda / ECF SERVICES	1125	707-3125	
Beard, Daryl / PCS Specialist ECF	1120	707-3120	
Beard, Frances / Asst Executive Director	1102	707-3102	335-2667
Beard, Jessica / Benefits Coordinator	1103	707-3103	200-4994
Brinkley, Paula / ASC	1118	707-3118	(H)459-2048
Cowart, Matt / IT Tech, IT Workroom	1148	707-3148	335-0361
Cowart, Matt / IT Tech, IT HUB Room	1108	707-3108	335-0361
Crawford, Teresa / Payables	1133	707-3133	
Evans, Bobbie / HR Director	1110	707-3110	335-1888
Evans, Dana, RN / Director of Nursing	1111	707-3111	210-9709
Gist, Kristin / Scheduler	1112	707-3112	335-1738
Green, Josh / ASC ECF & CHOICES	1101	707-3101	337-5092
Griffith, Michelle / HR Recruiter	1142	707-3142	
Hardy, Patrice / SE Director	1114	707-3114	200-9142
Houston, Jeanene / Executive Director	1115	707-3115	335-1315
Hyder, Tammie / Finance Director	1135	707-3135	
Johnson, Elizabeth / Healthcare Clerk	1119	707-3119	
King, Allison / Residential Coordinator	1122	707-3122	335-3306
Kouba, Julie / Training Assistant	1128	707-3128	
Landrem, Angela / ASC	1117	707-3117	484-7277
Piecura, Caroline / ASC	1104	707-3104	
Rogers, Heather / ECF Services	1130	707-3130	
Smith, Kay / Payroll Coordinator	1138	707-3138	335-1351
Smith-Jones, Pat / Billing, THDA	1139	707-3139	
Tabor, Kim / QA Director	1123	707-3123	335-2923
Thrower, Tammy / THDA, Billing	1137	707-3137	335-1710
Underwood, Amie / Labor Coordinator	1134	707-3134	335-1299
White, Susan / Nurse Trainer	1105	707-3105	
DUER CT. SHARED PHONES			
BANQUET HALL 1 / Desk near patio door	1106	707-3106	
BANQUET HALL 2 / Pool Table	1131	707-3131	
CONF RM (across from J.Houston)	1107	707-3107	
CONF RM (across from F.Beard)	1126	707-3126	
CONF RM (next to HR)	1146	707-3146	
CONF RM (next to S.E.)	1145	707-3145	
DAY CENTER LEAD / Tammy Montgomery <small>(Published Day Service#)</small> ALL DAY CENTER PHONES RING WHEN 1202 IS CALLED.	1202 <small>RINGS ALL DC PHONES</small>	PRI 484-8242	
DAY CENTER / East Wall (right side of Desk)	1129	707-3129	
DAY CENTER / Desk	1149	707-3149	
DAY CENTER / South Rear Wall (back door)	1116	707-3116	
HEALTHCARE SERVICES / R.Bolin	1124	707-3124	
SUPPORTIVE EMP 1 / Wharton	1121	707-3121	
SUPPORTIVE EMP 2 / Sutherland	1113	707-3113	
TRANS COORDINATOR / T.Sherrill	1109	707-3109	
WORK AREA 1 (open/copier area)	1127	707-3127	
269 HAYES ST. - OPEN (PRI 456-3613)	1140	707-3140	
269 HAYES ST - The ARC OF CC	1204	PRI 456-0206	
40 DOGWOOD AVE - THERAPY (PRI 787-1856)	1136	707-3136	
THRIFT/DONATION - Auto Attendant	1206	PRI 787-1858	
Whittenburg, Cathy / MANAGER	1143	707-3143	
Cashier's Desk	1144	707-3144	
DONATION CENTER	1207	PRI 787-1860	
GROUP HOMES	"2xxx" RINGS BOTH	Base and Cordless	Individual Base / Cordless Extensions
36-GOSSAGE GROUP HOME	2002	PRI 456-6862	1305 / 1306
21-HARRISON GROUP HOME	2003	PRI 707-8350	1311 / 1312
20-CLARK RES GROUP HOME	2004	PRI 484-2620	1307 / 1308
82-MKHC GROUP HOME	2005	PRI 456-6307	1303 / 1304
65-PARKER RES GROUP HOME	2001	PRI 484-9142	1309 / 1310
45-VILLAGE GROUP HOME	2006	PRI 456-4213	1301 / 1302

IMPORTANT REMINDER!
When calling a location that is in our VoIP Network remember to dial the new extension#. If you dial the Direct Dial# (DID) you will be tying up one of the 23 lines on the shared network.

VoIP Network
We are all together on the same phone network -- so remember to dial and/or transfer to the extension#!

Duer Ct. Thrift Store 269 Hayes St.
Donation Center The ARC of CC
Therapy

Group Homes: Harrison House Gossage
Clark Residence MKHC
Parker Residence Village

The **Group Homes** have cordless phones. The 5330 IP base phone -- and the 5610 cordless phone have **different extension#s** -- and can be used individually to make and receive **two** different phone calls. In addition -- if you want all phones at that location to ring you can dial the special "2xxx" extension numbers.

PHONE DIRECTORY / SPEED DIALS
All of these extensions and cell#s are in the VoIP Phone Directory, and once you search and find the number you can press the # button to automatically dial the number.

FAX NUMBERS

484-8778	Duer Ct./Front Desk
484-9223	Duer Ct./HR
707-8997	Duer Ct./#13 HEALTHCARE

REST AREAS - NOT PART OF THE VOIP NETWORK

484-2914	West
484-0241	East
335-6320	Douglas Brown / Lead Attendant 1
335-1149	Matthew Polson / Lead Attendant 2

Maintenance Cell#s

335-0810	Tom Sherrill Director of Facilities Transportation Coordinator
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VOICEMAIL (see separate instructions for more info)

2501 to change greetings or passwords

2500 to transfer a call directly to voice mail, or leave an express message

To check voicemail from outside the office - dial your DID#, press * during the message, enter your password.

PAGE ZONES

0	ALL locations in the VoIP Network
1	86 Duer Ct.
2	269 Hayes St
3	Duer Ct. & Hayes St.
4	Duer Ct. - TRAINING
5	Duer Ct. - ASC Group
6	Thrift Store & Donation Ctr
7	Duer Ct. Speakers
8	Duer Ct. - Day Center & Banq Hall

NOTE that the group homes have TWO lines/extensions to use -- this means that they can be on TWO separate calls at the same time.

PARKER GH has 3 lines/extensions to use -- they can be on THREE separate calls at the same time.