

ASHLEY M. GIBBS
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Assistant Vice President for adults with disabilities. Professional, versatile person with leadership skills. A progressive background in the human service field ranging from direct care to managerial and administrator responsibilities. Ability to oversee multiple programs, staff and persons receiving services while operating under strict guidelines, policies and procedures for state waiver program.

Professional Experience

10/22-Present **New York Foundling, Nanuet, NY- Assistant Vice President- Full Time**

- Identifies and develops new community-based volunteer and recreational opportunities for individuals that are consistent with individual choice and the organizational mission. Ensures that needed materials are secured and preparation for community-based activities is completed. Manages relationships with identified community site personnel to ensure coordination of site use. Develops site manuals and training materials.
- Selects, schedules and oversees staff for assigned area. I am responsible for direct oversight of the Day Habilitation managers and Employment Service Managers. Provides continuous feedback on staff performance to ensure the development and professional growth. Completes all required documentation including performance appraisals, and personnel action forms. Ensures assigned staffs have access to and participate in designated training and in-services. Provides timely evaluations, and monitors training. Monitors staff's implementation of individual objectives and follow up of behavior programs
- Coordinates and maintains daily activity/work schedules matching participant plans with community-based work and non-work activities with emphasis on regularly scheduled commitments. Oversees data collection and data input for all appropriate individual record keeping. Ensures appropriate and sufficient staff supports that are knowledgeable of respective site requirements and individual needs.
- Oversees and/or prepares for and participates in all appropriate team meetings for program participants. Ensures that all participation is consistent with the organization's mission. Ensures all required documentation is completed per policy for participant unit files. Acts as internal Case Manager for non-residential individuals as assigned.
- Oversees the operations, following or policies and overall programming of the Foundling's Day Hab Without Walls programs, Access VR, Supported Employment Program and Community Based Prevocational Programs
- Promotes and encourages training of individuals on new skills and job tasks while ensuring current skill levels are maintained as appropriate to individuals' level of independence potential. Provides advocacy for individuals to achieve highest level of independence possible. Makes referrals for alternate services
- **Performing all duties listed below for Coordinator of Day and Work Services**

09/14-10/22 **New York Foundling, Nanuet, NY- Coordinator of Day and Work Services- Full Time**

Oversees and maintains all New York Foundling Day Habilitation Without Walls Programs as well as the Work Programs.

- Ensures that the Day Habilitation Managers of the Day Hab and the Coordinator of Individual and Employment Services Managers operate the programs under the New York Foundling's, Access VR and OPWDD policies and procedures.
- Identifies and develops new community based work, volunteer's and recreational opportunities for individuals that are consistent with individual choice.
- Creates and implements budgets for all programs
- Reviews and submits all billing documentation to finance department
- Attends and represents the agency at high school transitions fairs, open houses and regional provider meetings
- Obtains and reviews new program candidates' documentation for eligibility
- Ensures that needed materials are secured and prepared for community-based activities.
- Manages relationships with identified community site personnel to ensure coordination of site use.
- Develops site manuals, training materials and program specific documentation
- Hires, schedules and oversees Managers, Direct Care Professionals and Job Coaches for all programs.

- Provides continuous feedback on staff performance. Completes and reviews all required documentation including performance appraisals, and personnel action forms.
- Ensures assigned staffs have access to and participate in designated training and in-services. Provides timely evaluations, and monitors training as needed.
- Coordinates with other disciplines to ensure service delivery is person centered.
- Participates on various committees; Human Rights Committee, Incident Review Committee and Event Planning Committee
- Conducts Personal Outcome Measures (POMS) interviews and summaries- Certified Interviewer through CQL

12/13- 09/14 New York Foundling, Nanuet, NY- Senior Residential Habilitation Specialist-Full Time

- Oversee all Residential Habilitation Specialists in three regions and all of the individuals in twenty-six residences
- Reviewed and signed off on all of the individuals weekly billing checklists to submit to finance for billing
- Reviewed, revised and signed off on all paperwork submitted by the Residential Habilitation Specialists
- Coordinated work hours and manage time off for the Residential Habilitation Specialists
- Conducted performance evaluations and formal supervisions
- Developed and implement new protocols
- Conducted and presented at staff meetings, new staff orientation and conduct interviews with new individuals for the programs
- **Performed all duties listed below for a Residential Habilitation Specialist with my own caseload**

06/12-12/13 New York Foundling, Nanuet, NY- Residential Habilitation Specialist- Full Time

- Worked with individuals with disabilities to help them develop skills needed to become as independent as possible.
- Developed Residential Habilitation Plans, Individualized Plan of Protective Oversight, Personal Expenditure Plans and Preliminary Residential Habilitation Services Plans for the individuals in my program.
- Conducted Money Management Assessments to determine the individuals understanding of money.
- Developed and reviewed Residential Habilitation Checklists for each of the individuals for billing purposes.
- Conducted morning and evening observations at the residences to observe the individuals working on their valued outcomes as well as Direct Support Professionals interaction with the individuals.
- Developed and presented monthly summaries, semi-annual reports and annual reports to the Treatment Team for all of the individual's progress.
- Worked closely with Direct Support Professionals, Residence Managers, Program Managers and Program Directors to ensure valued outcomes are being completed properly by conducting in service trainings to inform them of changes or to teach them the correct method to assist the individuals with completing their valued outcomes.
- Assisted with advocating and finding community resources or community inclusion activities for the individuals
- Reconciled individual's finances on Quickens program. This includes their bank accounts and in house account transactions.
- Received various trainings: SCIP-R, CPR, First Aid, AED

04/11- 05/12 Elite Home Care Services, INC, New City, NY- Service Coordinator- Full Time

- Worked with the Nursing Home Transition Diversion Waiver Program under the Department of Health
- Assisted individuals with disabilities/Traumatic Brain Injuries live in the community as independently as possible with waiver and non-waiver support services
- Completed initial Service Plans, facilitating team meetings, completed Revised Service Plans, completed Detailed Goal Plans and updated daily/weekly progress notes
- Assisted applicants/participants with obtaining housing subsidy to assist with their rent
- Advocated for participants when needed at the Social Security office, at court and at Department of Social Services
- Organized and monitored support services that have been provided for each participant
- Worked hand in hand with nursing homes, social workers, power of attorney's and legal guardians to obtain necessary paperwork
- Conducted face to face monthly visits
- Conducted face to face intakes for potential applicants

10/09-02/10 **ARC of Rockland, Pearl River, NY; Job Coach- Full time**

- Assisted clients with developmental disabilities obtain and keep a job
- Accompanied clients to work sites with to help them develop and perform the work skills that were being asked of them
- Aided Habilitation Specialist with classroom lessons
- Prepared lesson plans/instructed class activity on how to dress and interview for a job
- Assisted with referrals for community-based services for individuals with disabilities
- Transported clients to selected sites
- Responsible for the well-being of each client when in my direct care or in program
- Helped clients with job searches and application process
- Received various trainings/certificates including: AMAP Training, SCIP Training CPR, First Aid and AED training

Education

Bachelors of Arts, 2009 • Dominican College of Blauvelt, Orangeburg, NY

