

**Donté M. Blades**

273 Bellmore Rd  
East Meadow, NY 11554

(917) 742-0541

**Education**

**Stony Brook, State University of New York, Master of Professional Studies, December 2003**

Concentration: "Human Resources Management"

**Stony Brook, State University of New York, Bachelors of Arts, May 2002**

Major "Economics"

**Westchester Community College, Associates of Arts 1999**

Major "Marketing"

**Experience**

**Developmental Disabilities Institute – Smithtown/Hauppauge, NY**

*Assistant Director of Vocational Services 2/2012-Present*

- Supervise four programs (Supported Employment, ACCES-VR, Pre-Vocational and Day Habilitation) that help provide job development services for individuals with special needs.
- Oversees a caseload of 150+ individuals with special needs
- Ensure compliance with all State, Federal, OPWDD and agency policies
- Development of Plan of Corrective Action as it applies to recertification surveys.
- Handle crisis situations according to Emergency procedures, investigates allegations and serious reportable.
- Conducts hiring, terminations, progressive discipline and performance evaluations
- Certify and review monthly notes
- Certified substance abuse evaluator
- Monitors monthly progress of short-term objectives for the individuals
- Oversight of operating checklist and budgetary processes
- Certified SCIP instructor

*Program Coordinator April 2008-February 2012*

- Supervise Program Manager and Assistant Manager
- Ensure compliance with all State, Federal, OPWDD and agency policies
- Development of Plan of Corrective Action as it applies to recertification surveys.
- Handle crisis situations according to Emergency procedures, investigates allegations and serious reportable.
- Conducts hiring, terminations, progressive discipline and performance evaluations
- Oversee staff schedule, and run staff/team meetings
- Interface with parents, primary care and advocates and ensure individuals are integrated into the community
- Write and ensure implementation of annual program plan, formal goals, and behavior plans
- Ensure on-going active treatment and evaluate and revise as needed.
- Monitors monthly progress of short-term objectives for the individuals
- Oversight of operating checklist and budgetary processes

*Program Manager*

October 2006 – April 2008

- Assist directors with screening of candidates, coordinating interviews and hiring process
- Train and supervise 7 employees that teach and assist developmentally disabled individuals
- Create daily schedules and assign responsibilities to current staff members
- Processed payroll timesheets from inception to completion
- Discipline employees as necessary
- Attend annual, semi-annual and IDT meetings, advocating for consumer's rights
- *(Direct care staff from 10/2003-October 2006 )*

**Stony Brook Sports Complex – Stony Brook, NY**

June 2002 – January 2004

*Building Manager*

- Managed operations of an athletic facility that comprised of 32 employees
- Contributed to training of staff and scheduling of payroll
- Served as a liaison between University management and employees
- Provided administrative duties upon request
- Reviewed daily finances and sales transactions

**References**

References are available Upon Request