

Jillian Salvati

Assistant Director of Vocational Services

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Professional summary Assistant Director of Vocational Services with over 15 years of extensive expertise in program management and vocational evaluation. Demonstrates strong leadership and stakeholder communication skills, fostering a collaborative environment to ensure effective service delivery. Passionate about enhancing vocational support services and committed to empowering individuals through innovative transition planning and rehabilitation counseling.

Skills

Vocational evaluation
Team leadership
Case management
Disability assessment
Career counseling
Curriculum design

Job placement
Program management
Transition planning
Client interviewing
Documentation
Training and development

Education

MAY 2018
UNIONDALE, NEW YORK

Master of Science in Education, Specializing in Rehabilitation and Mental Health Counseling, Hofstra University

MAY 2015
WESTBURY, NEW YORK

Bachelor of Arts in Sociology, Suny College at Old Westbury

Accomplishments

- Member of Chi Sigma Iota - International Honors Society for Counseling
- Vice President for Rehabilitation Counseling Student Association 8/2016-5/2016
- Nominated for Northwell Health's Presidents Award: Teamwork 2017
- Northwell Health's Presidents Award: Eastern Region Winner Teamwork 2018

Employment history

OCT 2020 - PRESENT
BETHPAGE, NEW YORK

Assistant Director of Vocational Services, The Center for Developmental Disabilities

- Manage daily vocational services, ensuring seamless operations and stakeholder coordination.
- Lead a team, overseeing hiring, performance evaluations, and professional development.
- Cultivate strong relationships with participants and families, enhancing service satisfaction.
- Ensure precise documentation and timely data submission for effective program management.
- Foster collaboration among agencies, promoting a person-centered approach for participants.
- Drive strategic leadership in vocational support initiatives, cultivating positive relationships with participants and families to enhance program effectiveness.
- Oversee comprehensive supervision of program staff, including performance evaluations, task assignments, and strategic recommendations for team development.

MAR 2019 - OCT 2020
HAUPPAUGE, NEW YORK

Mental Health Specialist, Advance Care Alliance

- Reviewed cases and advised care managers for improved service delivery and clinical outcomes.
- Collaborated with teams to educate families, enhancing health and reducing risks.
- Connected with community providers to ensure timely service referrals.
- Worked with training departments to enhance care management staff skills.
- Supported discharge planning for optimal care outcomes.
- Conducted comprehensive case reviews, providing clinical recommendations to enhance service delivery and coordinated care for individuals with complex needs.
- Partnered with care coordination teams to deliver targeted training, promoting health and well-being whilst mitigating risk factors for service users.

SEP 2013 - MAR 2019
AMITYVILLE, NEW YORK

Lead Vocational Rehabilitation Counselor, South Oaks Hospital

- Led school district collaborations for effective transition services.
- Evaluated individuals' disabilities and vocational goals.
- Administered and interpreted vocational tests for actionable insights.
- Provided comprehensive transition and job placement support.
- Contributed to IEP development with vocational recommendations.
- Spearheaded transition services for school districts, evaluating individuals to determine disability levels and establish vocational goals.
- Administered and interpreted diverse vocational tests, providing crucial data for rehabilitation planning and IEP development.

SEP 2017 - APR 2018
HAUPPAUGE, NEW YORK

Vocational Rehabilitation Intern, ACCES-VR

- Assessed client eligibility for services, determining vocational goals.
- Collected socioeconomic and medical data to support evaluations.
- Provided personalized career counseling to enhance client outcomes.
- Developed comprehensive case notes with strong written skills.
- Facilitated client understanding of vocational opportunities.
- Conducted comprehensive assessments to determine disability levels and service eligibility, employing analytical skills to formulate feasible vocational goals for clients.

MAY 2010 - JUN 2013
BOHEMIA, NEW YORK

NYS Certified Teacher's Assistant, AHRC Suffolk

- Guided students in daily skills and curriculum, enhancing learning outcomes
- Implemented individualized instruction for students with diverse needs, enhancing academic performance and social skills development.
- Fostered a positive learning environment, promoting appropriate classroom behaviour and facilitating student engagement in academic activities.
- Achieved NYS Teacher's Assistant Certification, expanding professional capabilities to better support student learning outcomes.