

# Jean M. Shelton, MS, C.R.C

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## EXPERIENCE

**Adults and Children with Learning and Developmental Disabilities, Inc. (ACLD)**  
Bethpage, New York February 1997- Present

### **Assistant Director of Vocational Services** - February 2015 – Present

Responsible for the clinical and fiscal administration of the Vocational Services Department as well as the creation of the Business Services Department. Vocational Services include: Referral, Benefits Counseling, Evaluation, Work Readiness, Counseling, Job Development, and Job Coaching. Develop employment opportunities throughout the agency to meet multiple demands, limit outsourcing and forge new contracts for Business Services. Responsible for development of partnerships with Employers, School Districts, NYSID and continued collaboration with ACCES-VR and OPWDD. Participation in the development, implementation and facilitation of CQL, accreditation by the International Commission on Quality Leadership. Preparation of grants, budget and negotiation of contracts with private and public entities. Co-chair for the Organizational Care Committee focused on Employee Engagement. Chairperson and Emcee for the Annual Employment Recognition Breakfast and Co-Host Representative for the Talent Job Expo and Guardianship Committee Member.

### **Administrator of Vocational Services** - December 2003 - January 2015

Responsible for the daily operations of the Vocational department, including review of referrals, supervision of Coordinators, Evaluators, Job Developer, Job Coaches and support staff. Managed ACCES-VR, OPWDD and School District contracts to provide a comprehensive menu of customized services. Developed and delivered staff training and supervised graduate students from Hofstra University. Coordinated annual agency Employment Recognition Event, collaborated with ACCES-VR to assist with annual NDEAM Celebration and participated as a Steer Committee Lead to Co-Host the Talent Job Expo with multiple providers to support people with disabilities in the pursuit of career advancement.

### **Administrator of Rehabilitation Services** - March 2003 - November 2003

Responsible for supervision of a multidisciplinary team and coordination of all rehabilitation therapies provided through the Health Services Center. Rehabilitation Services included: Physical Therapy, Occupational Therapy, Speech, Nutrition and Vocational Rehabilitation Counseling. Managed referral, treatment plans, team meetings and documentation to ensure quality services. Facilitated billing and training on procedures for all therapies according to Article 16 and 28 certificates.

## EDUCATION

**Hofstra University, Hempstead, New York**  
Master of Science, Rehabilitation Counseling

**Loyola University, Baltimore, Maryland**  
Bachelor of Arts, Psychology

## CRS Rebid-2025

**Service Codes: 121x, 1008x, 122x, 1005x, 124x, 1006x, 127x, 1007x, 557x, 1009x, 963x, 1001x, 964x, 1002x**

## CERTIFICATIONS

Certified Rehabilitation Counselor  
(C.R.C.)  
1998 to Present

OPWDD Trained Investigator  
2016 to Present

## SKILLS

Microsoft Office  
Microsoft TEAMS  
Google G Suite  
Medisked  
ADP Workforce  
Team Management  
Public Speaking  
Project Management

## LEADERSHIP

Board Member for Nassau Placement  
Network 2006-20012  
Board Member for Bethpage SEPTA  
2013-2016  
Talent Job Expo Steering Committee  
Member 2015-2019  
LICM4ALL Advisor 2016- 2020  
Hofstra University Rehabilitation  
Counseling Program Advisory Board  
Member 2016 – Present

## AWARDS

Hofstra University Alumni of the Year  
Rehabilitation Counseling

MS-ED with Distinction- Chi Sigma  
Iota