

SUE DAVIS

SKILLS & ABILITIES Motivated Administrator with over 30 years' experience in programmatic development, design and implementation. Ability to create quality improvement systems and motivate staff while ensuring fiscal stability. Detail-oriented with expertise in problem solving and managing day-to-day operations of multiple programs with various funding sources. Provided leadership with OPWDD Adult and Children's Residential Programs, Day, Vocational Programs and ACCES-VR. Maintains a strong network of relationships with industry leaders, academic leaders and other contacts in the autism and Intellectual/Developmental community with New York State. Possesses a good sense of humor.

EXPERIENCE

DEVELOPMENTAL DISABILITIES INSTITUTE

Director of Children's Residential Program

2022 – present

- Provided oversight of Intermediate Care Facilities (ICF) providing residential/clinical services for children with autism, other neurodiversity's and co-occurring mental health, substance abuse and/or medical issues
- Maintained regulatory expertise and ensured program compliance exceeding OPWDD regulations
- Serve as a member of the senior management team to help advance the organization's mission and strategic objects
- Co-chair the Diversity, Equity and Inclusion Council and lead agency wide diversity initiatives

Residential Development

2018 – Present

- Write proposals for the development projects including homes for individuals aging out of Children's Residential Programs (CRP), property renovations and improvements, and special projects
- Work collaboratively with family members, Office for People with Developmental

Disabilities (OPWDD), NYS Department of Education (SED) and all stakeholders.

- Conduct property searches, assess houses, conduct saturation studies and recommend properties for possible purchase and development for group homes
- Work with Architects to develop feasibility studies
- Secures Developmental Disabilities Regional Office (DDRO) approval to issue Town Notification. Coordinate community meetings to educate and listen to the concerns of the local community about group homes.
- Serve as liaison between DDRO, community members, Civic Associations and Elected Officials and DDI during the development of group homes
- Coordinate construction and job site meetings
- Assisted with research on affordable housing projects
- Certified Housing Navigator through the NY Alliance

Associate Director, Adult Services

2008 – 2018

- Assisted in the supervision of the operations of center based and community day programs, respite services, vocational services (including ACCES-VR), and residential programs serving over 300 people with Autism, other neurodiversity's and co-occurring mental health, substance abuse and/or medical issues.
- Provided supervision and oversight of over 700 staff and clinicians
- Assisted with the development and implementation of new and innovative programs
- Assisted with the development of initiatives, systems and best practices to recruit, develop and train a diverse and high-performing workforce
- Assist with the development, implementation and oversight of a 40 million dollar plus budget
- Oversaw position control system
- Oversaw the creation of an Art Gallery and Sensory Garden

DIRECTOR OF RESIDENTIAL SERVICES, QUALITY SERVICES FOR THE AUTISM COMMUNITY (QSAC)

2004 – 2008

- Provided oversight of 20 Individual Residential Alternatives (IRA) and Intermediate Care Facilities (ICF) providing residential/clinical services for adults with autism, other neurodiversity's and co-occurring mental health, substance abuse and/or medical issues
- Maintained regulatory expertise and ensured program compliance exceeding OPWDD regulations
- Supervised programmatic and clinical staff including Psychologist and Nurses
- Conducted corporate compliance internal audits and prepared for OMIG audits which were deficiency free

DIRECTOR OF RESIDENTIAL SERVICES, ST. CHRISTOPHER-OTTLIE

1994 - 2004

- Developed and provided oversight of day and residential programs for survivors of Traumatic Brain Injuries (TBI) and co-occurring mental health, substance abuse and/or medical issues through the Department of Health (DOH)
- Developed and provided oversight of residential programs for children and adults with developmental disabilities, neurodiversity's and co-occurring mental health and medical issues through OPWDD
- Under my leadership grew the OPWDD residential program from 3 Intermediate Care Facilities for children to 16 supervised and supported IRA's for adults
- Developed and Implemented Strategic Plan through Total Continual Quality Improvement (TQM) initiatives and Kaizen philosophies
- Prepared and maintained programmatic initiatives and documentation for the agency's OPWDD are for Council on Quality Leadership (CQL) accreditation

QUALITY ASSURANCE COORDINATOR/PROGRAM COORDINATOR, AHRC-NASSAU

1989-1994

- Developed internal audit tools/conducted internal audits for adult residential programs including ICF's, Community Residences, Supervised and Supported IRA's
- Chaired Human Rights and Incident Review Committees
- Conducted investigations

EDUCATION

HOFSTRA UNIVERSITY, HEMPSTEAD, NY

Master of Science: Education with a specialization in Psychiatric Vocational Rehabilitation
Counseling

ADELPHI UNIVERSITY, GARDEN CITY, NY

Bachelor of Arts: Social Services

NASSAU COMMUNITY COLLEGE, GARDEN CITY, NY

Associate of Arts: Liberal Arts

Graduated Summa Cum Laude