

Qualified: Adjunct 794x 795x 796x 797x  
 Employment Rep. 123x 124x 125x  
 Supported Employment 570x 571x 572x 573x 574x 575x 576x 577x 578x  
 Horatio R. Woods  
 hwoods8@outlook.org 127x, 625x 630x 932x

**PROFESSIONAL EXPERIENCE**  
 Adapt Community Network DBA United Cerebral Palsy of New York City Inc. August 2016 -Present

**Program Director of Supported Employment**

- Oversee the daily operations of the Supported Employment department; including OPWDD Supported Employment, Adult Career and Continuing Education Services ACCES-VR contract and Promoting the Readiness of Minors in Supplemental Security Income (PROMISE) to aid individuals with developmental disabilities to obtain and maintain employment.
- An expert and practitioner in leadership relations, human resource management, and business consulting.
- Supervise a team of Supported Employment Specialist in five boroughs.
- Facilitate staff meetings and professional development.
- Establishes partnerships with funders; ACCES-VR, OPWDD, and PROMISE.
- Mentor Supported Employment Specialist through the discovery process; evaluate and assess individual's likes, dislikes, skills, and abilities.
- Ensure compliance with various funders' quality and billing standards.

**Employment Specialist**

October 2015-August 2016

- Provided job development and job coaching supports to seventeen adults with developmental disabilities to maintain or obtain employment.
- Created SEMP plans and goals for individuals as prescribed by OPWDD.
- Vocational Counseling included supporting the customer develop the skills to pursue their employment goals, live independently in the community, and become self-supporting.
- Provided support and represented customers at ACCES VR orientation.
- Conducted job search activities with and on behalf of the customers seeking employment.

Federation of Employment and Guidance Service. (F.E.G.S)

**Senior Coordinator Back-to-Work (B2W)** New York, NY

September 2002 – March 2015

Supervised a team of (2) Supervisors (10) Case Managers, (10) Intake Specialists, (5) Orientation Specialists, and (2) Administrative Assistants.

- Developed job descriptions and managed new hire tracking system.
- Ensured agency and funder Policies and Procedures are implemented across units.
- Liaised between Human Resource Administration and FEGS executive management.
- Restructured policies and procedures in cooperation with Human Resources to enhance the culture of the organization.
- Assisted in the development and implementation of an electronic database to match Human Resources Administration (HRA) recipients with employment opportunities.
- Managed database of newly referred individuals.
- Increased revenue upwards of 70% and met all milestones.

Central Harlem Home Attendant Program

June 1994 - September 2002

**Coordinator**

Supervised (9) Home attendants and a caseload of 30 clients

- Created and maintained staff schedules.
- Scheduled client appointments/visits according to care plans and staff availability.
- Maintains staff and client statistics and reports.
- Entered staff and client information into database.
- Entered scheduling data and created schedules.

**EDUCATION**

**Mercy College Master of Science Organizational Leadership 2023, With Distinction**

**Mercy College Bachelor of Arts 2021 Psychology and Communication, Magna Cum Laude**

**References available upon request.**



# Transcript

Horatio Woods (hwoods@ucpnyc.org)

07-14-2023

## Professional Development Plan

Date	Learning Goals	Plan Start / End Date	Completion Date
11/09/2018	Complete Tier III: Employment Services Administration	01/01/2019 - 01/01/2021	n/a

### TIER 1 - Employment Services Delivery

Requirements: Complete 4 core and 1 elective course

Completed: 4 core and 1 elective

Type	Title	Date	Time	Location	Trainer	Credits
Core	<b>Business Engagement</b>	05/24/17	9:00 am - 5:00 pm	New York	Amy Scott	6
Core	<b>Foundations of Job Placement</b>	04/19/16	9:00am - 5:00pm	New York	Amy Scott	6
Core	<b>Foundations of Supported Employment</b>	01/21/16	8:30am - 4:30pm	New York	Amy Scott	6
Elective	<b>Course Credit</b> Contemporary Ethics for Employment Support Professionals	12/16/19				
Core	<b>Course Credit</b> Facilitating Job Coaching & Employment Supports	03/09/21				

### TIER 2 - Advanced Employment Services Practice

Requirements: Complete 4 core and 1 elective course

Completed: 3 core and 1 elective

Type	Title	Date	Time	Location	Trainer	Credits
Core	<b>Facilitating Job Coaching &amp; Employment Supports</b>	02/23/16	9:00am - 5:00pm	New York	Amy Scott	6
Core	<b>Organizational Culture and Integration</b>	05/08/18	9:00 am - 5:00 pm	New York	Amy Scott Emily Ellis	6
Elective	<b>Supporting Effective Transition</b>	05/18/16	9:00 am - 5:00pm	New York	Amy Scott	6
Core	<b>Course Credit</b> Business Engagement	03/09/21				

### TIER 3 - Employment Services Administration

Requirements: Complete 3 core and 2 elective course

Completed: 0 core and 0 elective

Type	Title	Date	Time	Location	Trainer	Credits
Core	<b>Program Management (3 Part Series)</b> Part 1	02/09/22	1:00 p.m. - 3:00 p.m.	Online Only	Amy Scott	2
Core	<b>Program Management (3 Part Series)</b> Part 2	02/23/22	1:00 p.m. - 3:00 p.m.	Online Only	Amy Scott	2
Core	<b>Program Management (3 Part Series)</b> Part 3	03/02/22	1:00 p.m. - 3:00 p.m.	Online Only	Amy Scott	2
Core	<b>Staff Supervision Skills (Virtual Full Day)</b>	03/29/22	9:00 a.m. - 4:00 p.m.	Online Only	Amy Scott	6

### TIER 4 - Student & Youth Transition Services

Requirements: Complete 3 core and 2 elective course

Completed: 1 core and 0 elective

Type	Title	Date	Time	Location	Trainer	Credits
Core	<b>Course Credit</b> Student and Youth Transition Services in NYS (4 part series)	06/11/20				

### TIER 10 - Cross Tier Offerings

Requirements: Complete 0 core and 0 elective course

Completed: 0 core and 0 elective

Type	Title	Date	Time	Location	Trainer	Credits
Elective	<b>Contemporary Ethics for Employment Support Professionals</b>	09/21/18	9:00 am - 5:00 pm	New York	Amy Scott Emily Ellis	6
Elective	<b>NYS CASE 2021 Community of Practice Webinar - The Framework for Employment: Law, Policies, and Practice - What Employment Services Professionals Need to Know About the Workforce Innovation and Opportunity Act (WIOA) 2</b>	01/31/22	1:00 p.m. - 3:00 p.m.	Online Only	Kim Osmani	2

Qualified to provide: Adjunct Services 190x & M  
Employment Prep 123x, 124x, 125x, 127x, 625x, 630x 932x  
Supported Employment: 571x, 572x, 573x, 574x, 575x, 576x, 582x  
578x

Jude Marie Sanon  
1367 East 96 Street  
Brooklyn, NY, 11236  
lajoujouta@yahoo.com

*Over twenty years of experience supporting individuals with disabilities in leading independent and fulfilling lives.*

## **EXPERIENCES**

**UNITED CEREBRAL PALSY of NEW YORK CITY,**

*New York, NY*

**Supported Employment Specialist**

January 1999 to Present

- Establishes and maintains contacts with business community in order to place individuals with developmental disabilities into competitive employment.
- Collects and documents information about employment leads including required skill level, hours of employment, accessibility, etc.
- Provides one on one intervention for individuals who have been placed at work sites.
- Completes all required paperwork accurately, neatly and timely.
- Trains individuals served to perform assigned work to best of their ability.
- Familiarizes individuals served with their new work environment.
- Attends staff meetings, case conferences and in-service training as required.
- Participates in intake meetings and IEP conferences.
- Arranges transportation and/or provides travel training to enable individuals to get to job sites.
- Advocates for individuals served as requested.
- Maintains contact with ACCES VR, OPWDD, Social Security, etc.
- Performs other related duties as requested.

**UNITED CEREBRAL PALSY of NEW YORK CITY**

*New York, NY*

**Program Coordinator**

01/1998 to 01/2007

- On site supervision of staff and individuals.
- Coordinate Program activities for a group of disabled teenagers.
- Responded to crisis situations and medical emergencies, by taking quick and decisive action.
- Attended to personal care.
- Performed related duties as requested.

**Fluent in French**



# Transcript

Jude Sanon (jsanon@adaptcommunitynetwork.org)

06-29-2023

## Professional Development Plan

Date	Learning Goals	Plan Start / End Date	Completion Date
01/18/2022	Complete Tier I: Employment Services Delivery	n/a - n/a	2022-07-29

### TIER 1 - Employment Services Delivery

Requirements: Complete 4 core and 1 elective course

Completed: 5 core and 1 elective

Type	Title	Date	Time	Location	Trainer	Credits
Core	Assessment and Employment Planning 1 (Virtual Full Day)	02/08/22	9:00 a.m. - 2:30 pm	Online Only	Amy Scott	6
Core	Facilitating Job Coaching & Employment Supports (Virtual Full Day)	03/22/22	9:00 a.m. - 4:00 p.m.	Online Only	Amy Scott	6
Core	Foundations of Job Placement	06/03/15	9:00 - 5:00	New York	Jeffrey Tamburo	6
Core	Foundations of Job Placement (Virtual Full Day)	06/09/22	9:00 am - 4:00 pm	Online Only	Jeffrey Tamburo Wendy Quarles	6
Core	Orientation to Employment Services (Virtual Full Day)	02/01/22	9:00 a.m. - 2:30 p.m.	Online Only	Amy Scott	6
Elective	Course Credit Contemporary Ethics for Employment Support Professionals	02/11/22				

## TIER 2 - Advanced Employment Services Practice

Requirements: Complete 4 core and 1 elective course

Completed: 2 core and 1 elective

Type	Title	Date	Time	Location	Trainer	Credits
Core	<b>Business Engagement (Virtual Full Day)</b>	08/03/22	9:00 am - 3:00 pm	Online Only	Jeffrey Tamburo	5
Core	<b>Fundamentals of Documentation &amp; Reporting</b>	06/04/15	8:30 - 4:30	New York	Jeffrey Tamburo	6
Elective	<b>Supporting Effective Transition</b>	05/18/16	9:00 am - 5:00pm	New York	Amy Scott	6

## TIER 3 - Employment Services Administration

Requirements: Complete 3 core and 2 elective course

Completed: 1 core and 0 elective

Type	Title	Date	Time	Location	Trainer	Credits
Elective	<b>Advanced Management Practice (4 part series)</b> Part 3 Satisfaction Surveying and Environmental Scanning	02/08/17	10:30 am - 12:00 pm	Online Only	Thomas Golden	1.5
Elective	<b>Advanced Management Practice (4 part series)</b> Part 4 Designing Criteria for Assessing Person-Centered Services	02/15/17	10:30 am - 12:00 pm	Online Only	Wendy Quarles Carol Blessing	1.5
Core	<b>CRS Supported Employment Milestone Training</b>	01/23/17	1:00 pm - 2:30 pm	Online Only	Jeffrey Tamburo	1.5
Core	<b>Program Evaluation and Using Improvement Science and Data to Influence Performance (4 part series)</b> Part 1 of 4	04/04/17	10:30 am - 12:00 pm	Online Only	Thomas Golden Wendy Quarles	1.5

## TIER 4 - Student & Youth Transition Services

Requirements: Complete 3 core and 2 elective course

Completed: 1 core and 0 elective

Type	Title	Date	Time	Location	Trainer	Credits
Core	<b>Course Credit</b> Student and Youth Transition Services in NYS (4 part series)	06/11/20				

### TIER 10 - Cross Tier Offerings

Requirements: Complete 0 core and 0 elective course

Completed: 0 core and 0 elective

Type	Title	Date	Time	Location	Trainer	Credits
Elective	<b>Contemporary Ethics for Employment Support Professionals</b>	03/02/17	9:00 am - 5:00 pm	New York	Amy Scott	6



Qualified to provide: Adjunct Services 790x \$ M  
 Employment Prep: 123x, 124x, 125x, 127x, 625x, 630x, 932x  
 Supported Employment: 571x, 572x, 573x, 574x, 575x, 576x, 582x, 578x

38 Dixon Avenue  
 Staten Island, NY 10302  
 Phone: 347-733-1207  
 Kenya1980@yahoo.com

# KENYA SQUIRES

**Objective** A position within an organization, which will utilize my existing skills and training as well as provide new challenges and growth potential.

**Skills** Customer service, general office skills, switchboard operations, Microsoft Works 1998-2000, Internet, WordPerfect, Abacus, Phone Slips, EPaces, URS Database, Microsoft Office 2000: , Word, Outlook, and Access

**Work experience** 8/2013- Present **Adapt Community Network** **Staten Island, NY**  
*Supported Employment Specialist*

- Establishes and maintains contacts with business community in order to place individuals with developmental disabilities into competitive employment
- Collects and documents information about employment leads including required skill level, hours of employment, accessibility, etc.
- Provides one on one intervention for individuals who have been placed at work sites
- Trains individuals served to perform assigned work to the best of their ability
- Completes all required paperwork accurately, neatly and timely

9/2011- 8/2013 **Adapt Community Network** **Staten Island, NY**  
*Day Habilitation Specialist*

- Provides direct services to individuals with physical and cognitive disabilities in an activity based learning environment
- Provides daily coaching, direction and guidance as well as other supports to individuals with disabilities
- Implements and helps individuals reach their goals indicated on their service plans
- Documents and completes all required paperwork accurately, neatly, and timely

2/2001-6/2010 **New York City Police Department** **Brooklyn, NY**  
*Police Communication Technician*

- Answering emergency 911 calls and documenting pertinent information
- Obtaining necessary information from callers and inputting it into the computer in order to initiate emergency assistance
- Dispatching police officers to the scene of emergencies
- Communicating with police officers, sergeants, lieutenants, and police captains via landline telephone and radio
- Performing clerical duties

**Qualifications**

- Self motivated in setting and achieving goals through hard work and strong initiative
- Outstanding communication, analytical, and presentation skills
- Strong interpersonal skills; poised and confident in dealing with people
- Sharp, innovative, quick learner with a proven ability to adapt quickly to challenge

**Education** 1997-1999 **College of Staten Island** **Staten Island, NY**  
*Nursing*

1994-1997 **Susan E. Wagner High School** **Staten Island, NY**  
*Diploma*

Qualified to provide: Adjunct services:  
Employment Prep 790x, M

123x, 124x, 125x, 127x, 625x, 630x  
923x

Supported Employment: 571x, 572x, 573x  
574x, 575x, 576x, 582x, 578x,

**Sandra Shuler**

173 Brabant Street, Staten Island, NY 10303

347-631-4791

SShuler@AdaptCommunityNetwork.org

### **Professional Summary**

Possess 26 years of professional experience in Human Services as a Habilitation, Employment and Work Readiness Specialist for persons with disabilities. Professional experience aptitude includes and is not limited to, the ability to accurately handle confidential health records, implement habilitation plans, supervise schedules, provide instruction on daily living skills, preparation for industrial entry into the work field as well as offering training and adjustment services on individual work sites.

### **Experience**

Adapt Community Network (United Cerebral Palsy) Staten Island, NY July 2016- Present

#### **Supported Employment Specialist**

- Develops and provides work site training and adjustment services for persons with disabilities in supported employment situations
- Provides assistance to individuals with personal and social needs as necessary for work environments
- Establishes and maintains contact with community businesses to place individuals into competitive employment opportunities
- Maintains record of information pertaining to employment leads including skill level, hours of employment and accessibility
- Provides one on one intervention at work sites including training individuals to perform assigned work, familiarizing individuals with their new environment, arranging transportation and travel needs, advocates on individual's behalf, assisting occupation therapists with analysis, modification and accessibility analysis, and providing coaching and as needed
- Participates in staff meeting, case conferences, in-service training, intake and IPP conferences

United Cerebral Palsy

Staten Island, NY

2014-2016

#### **Work Readiness Specialist**

- Provided training for individuals with disabilities aged 18-64 in development of employment skills
- Created a space in which various training components would resemble those found in industry and community positions including, food service, maintenance, clerical and retail
- Offered assessments to monitor progress of developing skills
- Provided training on work ethics, interviewing skills and techniques including resume writing proper hygiene maintained and instilled the philosophy of "dress for success" and its importance
- Assessed and Identified the needs of individuals in the program to properly bridge the gap in the skills of each individual participant

## **Sandra Shuler**

173 Brabant Street, Staten Island, NY 10303

347-631-4791

SSHuler@AdaptCommunityNetwork.org

**United Cerebral Palsy**

Staten Island, NY

1991-2014

### **Habilitation Assistant/Specialist**

- Promoted and created a space for individuals with disabilities to develop daily living skills, socialization, individual independence and assistance in conflict resolution
- Provided accurate information concerning company procedures and policies
- Administered medications as per guidelines for individuals with medication needs
- Managed confidential client files, correspondence and reports
- Documented program vouchers and
- Reconciled discrepancies in records resulting in the reduction of financial loss
- Developed and implanted habilitation plans for clients
- Monitored documents for proper entry, accuracy and coding

### **Education**

Lesley College Major—Child Psychology & Human Services

1988-1991

Purnell School Potterville, NJ

Diploma

Graduated 1988

### **References**

Available upon request



# Transcript

Sandra Shuler (sshuler@ucpnyc.org)

06-30-2023

## Professional Development Plan

Date	Learning Goals	Plan Start / End Date	Completion Date
02/01/2022	Complete Tier I: Employment Services Delivery	n/a - n/a	n/a

### TIER 1 - Employment Services Delivery

Requirements: Complete 4 core and 1 elective course

Completed: 3 core and 1 elective

Type	Title	Date	Time	Location	Trainer	Credits
Core	Assessment and Employment Planning 1 (Virtual Full Day)	02/08/22	9:00 a.m. - 2:30 pm	Online Only	Amy Scott	6
Core	Facilitating Job Coaching & Employment Supports (Virtual Full Day)	06/23/22	9:00 am - 3:00 pm	Online Only	Amy Scott Jeffrey Tamburo	5
Core	Foundations of Job Placement (Virtual Full Day)	03/08/22	9:00 a.m. - 4:00 p.m.	Online Only	Jeffrey Tamburo	6
Core	Orientation to Employment Services (Virtual Full Day)	08/18/22	9:00 am - 3:00 pm	Online Only	Wendy Quarles	5
Elective	Course Credit Contemporary Ethics for Employment Support Professionals (Virtual Full Day)	08/10/22				

### TIER 2 - Advanced Employment Services Practice

Requirements: Complete 4 core and 1 elective course

Completed: 2 core and 1 elective

Type	Title	Date	Time	Location	Trainer	Credits
Core	<b>Fundamentals of Documentation &amp; Reporting (Virtual Full Day)</b>	06/14/22	9:00 am - 3:00 pm	Online Only	Jeffrey Tamburo	5
Core	<b>Organizational Culture and Integration</b>	09/14/16	9:00 am - 5:00pm	New York	Amy Scott	6
Elective	<b>Understanding Challenging Behaviors in the Workplace (Virtual Full Day)</b>	07/14/22	9:00 am - 3:00 pm	Online Only	Jeffrey Tamburo	5

### TIER 3 - Employment Services Administration

Requirements: Complete 3 core and 3 elective course

Completed: 0 core and 0 elective

Type	Title	Date	Time	Location	Trainer	Credits
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### TIER 4 - Student & Youth Transition Services

Requirements: Complete 3 core and 2 elective course

Completed: 0 core and 0 elective

Type	Title	Date	Time	Location	Trainer	Credits
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### TIER 10 - Cross Tier Offerings

Requirements: Complete 0 core and 0 elective course

Completed: 0 core and 0 elective

Type	Title	Date	Time	Location	Trainer	Credits
Elective	<b>Contemporary Ethics for Employment Support Professionals (Virtual Full Day)</b>	08/10/22	9:00 am - 3:00 pm	Online Only	Wendy Quarles	5

Qualified to provide Administrative Service  
Supported Employment 571x 572x 574x 575x 576x 578x  
Employment Sup 123x 124x 125x 127x 625x 630x 932x

# THERESA GREEN

2415 Williamsbridge Rd Bronx, NY 10469  
Greentheresa222@gmail.com · 917-659-9633

Result driven community service professional with 24 years of experience. Highly dedicated with extraordinary attention to detail.

## EXPERIENCE

### MAY 2017-PRESENT

#### SUPPORTED EMPLOYMENT SPECIALIST, ADAPT COMMUNITY NETWORK

- Assisting Individuals Supported to obtain and maintain employment.
- Assesses Individuals Supported vocational functioning on ongoing basis utilizing work background information and work experience.
- Participate in life plan meetings with Individuals Supported and Care Managers in order to create person centered staff action plans.
- Go to see Individuals Supported and monitor job performance.
- Speak with managers on an ongoing basis to monitor Individual job performance.
- Responsible for documenting daily and monthly reports.

### JULY 2004-MARCH 2017

#### HABILITATION SPECIALIST, YOUNG ADULT INSTITUTE

- Provided Individuals Supported with problem solving skills.
- Assisted Individuals Supported become integrated within the community.
- Created Person Centered Service Plans.

### DECEMBER 1998-JULY 2004

#### ASSISTANT PSYCHOLOGIST, YOUNG ADULT INSTITUTE

- Provided Counseling.
- Wrote and Implemented Behavior Support Plans.
- Presented Behavior Support Plans to the Human Rights Committee.

## EDUCATION

### JUNE 2011

MERCY COLLEGE, 88 CREDITS TOWARD BACHELOR'S OF SCIENCE DEGREE IN PSYCHOLOGY.

### SKILLS

- COMPUTER SKILLS WINDOWS 10
- MEDISKED TRAINING