

**MICHAEL G. JARQUIN**  
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**ARC of Monroe**

**Employment Specialist II – Project Search/SELF Program** 9/2015 - Present

- Work in coordination with Rochester City School district, the ARC of Monroe and City Hall to provide work experience internships for RCSD Senior students with disabilities.
- Create internship sites throughout the city of Rochester
- Assist interns with developing and maintaining skills necessary to acquire employment in a competitive work environment.
- Complete any and all paperwork as needed on a monthly basis
- Attend meetings and collaborate with individuals and members of support team to assist individuals with professional and personal issues as they arise.
- Assist individuals with finding and maintaining employment in the community.

**ARC of Monroe**

**Employment Specialist- Extended Services** 9/2011- 9/2015

- Provided support in a competitive work environment to individuals with disabilities.
- Attended meetings and collaborate with individuals and members of support team to assist individuals with professional and personal issues as they arise.
- Completed all paperwork as needed on a monthly basis.
- Created and maintain a monthly schedule to meet with individuals in the workplace.
- Created goals and service plans for individuals to assist them in improving and maintaining appropriate work skills, both social and skill intensive.

**ARC of Monroe**

**Assistant Residential Manager** 1/2011- 8/2011

- Provided supervision to Individual Support Specialists
- Provided direct care to the individuals who reside in the house
- Involved in treatment team meetings
- Communicated between individuals' service coordinators, nurses, day treatment teams, psychiatrists, social workers, and behavior specialists.
- Responsible for providing medication for individuals, daily progress notes, monthly summaries, house inventory, and food inventory

**Crestwood Children's Center**

**Socio-therapist** 7/2001- 8/2008

- Provided daily care and supervision to youth in individual, small and large group settings
- Classroom work consisting of six special needs children.
- Involved in treatment conference meetings with staff, including: psychiatrists, probation officers, teachers, social workers and the children's family members
- Responsible for weekly progress notes, large group activities, and running a support station for youth in crisis

**EDUCATION**

**Monroe Community College**

Associates Degree in Liberal Arts with a concentration in Social Work and Sciences 2008 - 2010

**SUNY Geneseo**

Studies in Elementary Education with an English concentration 9/1997 - 6/1998

**CERTIFICATIONS**

**IBCESS – Autism Certificate**

2023