

Tiffany Harkless

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Career Goals

To acquire a challenging position in a progressive company with opportunity for growth in the human services field.

Summary of Qualifications

I have worked in the Human Services Field for 26 plus years. I have served in a Supervisory capacity for twenty plus years, providing quality care to individuals with intellectual and developmental disabilities,

Education

- Metropolitan College of New York
Masters in Public Administration
- New York City College of Technology
Bachelors degree in Human Services
- Borough of Manhattan Community College
Associates degree in Human Services

Experience

Tiegerman Community Services 10/2016-Present

Director of Adult Services

Provide administrative oversight of all adult programs (SEMP, Residential, MSC, Community Habilitation and Day Habilitation)

Developed policies and procedures

Ensured compliance of OPWDD and OMIG regulations

Conducted program risk assessments

Provided training on various topics

Incident Management

Create programmatic systems

Hire personnel

Create and develop documents for efficient and effective operation

The School for language and Communication Development 10/2014-10/2016

Compliance Officer

Conduct internal investigations

Conduct internal audits for all

programs

Developed policies and procedures

Ensured compliance of SED, OPWDD and OMIG regulations

Conducted program task assessments

Provided training on various topics

Incident Management