

Tracy A. LaVoie

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Education:

Bachelor's Degree: Human Services, Empire State College, 2011
Associates Degree: Human Services, North Country College, 2007
New York State Family Development Certificate: Cornell University, 2002
New York State Teaching Assistant License

Work History:

10/06-present

FEH Board of Cooperative Educational Services (BOCES)- Malone, NY

Employment and Training Coordinator (Full Time) - Responsible for the implementation and the development of training and placement plans for a caseload of approximately 90 individuals. Supervise, train and monitor Employment and Training Assistant and job coaches in Malone, Saranac Lake, and Tupper Lake. Complete intakes, plans, and monthly reports. Complete assessments to determine barriers, assist clients with applications and interviews. Coordinate services with ACCESS-VR (formerly VESID). Cultivate community relationships to develop placement opportunities. Evaluate client's progress and staff through field visits and scheduled appointments.

Vocational Assessment Specialist (Full Time) - Assist individuals with disabilities and individuals with special circumstances in finding employment. Responsible for a caseload of approximately 60 individuals. Complete intakes, plans and monthly reports. Complete assessments to determine strengths, interests and preferences to match consumers with employment. Coordinate services with ACCESS-VR (formerly VESID). Cultivate community relationships to develop placement opportunities throughout the community. Provide job readiness and employability skill training. Link consumers with other agencies and resources. Collaborate with other agencies to help transition adults into the world of work.

Work Experience Teaching Assistant (Full Time) - Set up worksites for students with disabilities. Match individual abilities with appropriate experiences. Coach on employability skills and communication skills in real life work setting. Organize bus schedule. Evaluate student performance and draft plans to ensure student progress based on abilities and strengths.

Special Education Teaching Assistant (Full Time)-Plan, implement, and evaluate instruction and pupil performance as specified; develop and maintain classroom routines; provide the teacher with information about students which will assist in the development of appropriate learning experience. Provided instruction in math and reading.

- Adirondack Youth Lodge- Malone, NY**
06/06-10/06 **Treatment Leader (Full Time)** - Responsible for the oversight of psychiatric and medical treatment regimens of the residents. Ensured adherence to prescribed directions and follow through occurred. Provided crisis intervention and prevention services as needed. Led a staff of 10 individuals. Worked as a liaison between residents, outside service providers, and families.
Treatment Coordinator (Full Time) - Planned and coordinated the recreational and social activities within the residence and in the community. Gave guidance and direction to residential aids. Communicated with family members and outside agencies to ensure agreement and compliance with developed plans.
- 9/03-6/06 **FEH Board of Cooperative Educational Services (BOCES)**
Teaching Assistant (Full Time)- Plan, implement, and evaluate instruction and pupil performance as specified; develop and maintain classroom routines; provide the teacher with information about students which will assist in the development of appropriate learning experience. Provided instruction in math and reading.
- 09/01-06/06 **Catholic Charities- Malone, NY**
Case Worker/WIA Counselor (Full Time) - Intensive monitoring of individual activities and goals. Worked with a caseload of approximately 40 individuals. Acted as a liaison between schools, employment agencies, court, & probation. Instructed individuals on pro-social behavior. Assisted clients with managing drug and alcohol issues, anger management problems. Drafted plans to help clients avoid criminal behavior, manage personal adjustment issues, and to encourage compliance. Encouraged clients to follow reformation plan and explained consequences of misbehavior. Met with family members to develop support systems, report progress of youths living outside the home, and to teach family members how to better monitor youths and support the reformation plan. Counseled young adults in both individual and group setting. Set goals to aid clients to avoid criminal behavior, managed personal adjustment issues and encourage compliance. Developed support systems and reported progress of individuals living outside the home. Conducted weekly alcohol and substance abuse groups to assist in abstinence and educate individuals in alcohol disease.
- 05/95-09/01 **Precious Ones Daycare- Malone, NY**
Owner/ Certified Child Care Provider (Full Time) - Responsible for the care and instruction of 20 children. Provided for the safety, development, and happiness of the children enrolled in the daycare. Communicated effectively and efficiently with parents and children. Scheduled educational/instructional activities and meals accordingly.

06/87-05/95

Ponderosa Restaurant- Malone, NY

Executive Manager (Full Time) - Supervised 50 employees. Responsible for scheduling and maintaining daily bookkeeping records. Coordinated various banquets and community events. Created and implemented the Blue Ribbon Perfect Attendance Program through the Franklin County School System. Member of the President Council. Represented the Malone Ponderosa Unit in Dayton, Ohio to assist in determining growth of 800 Ponderosa Corporate Restaurants.

Skills/

Qualifications:

- Successfully opened and operated an 8 bed co-ed children's residential home.
- Skilled at handling crisis intervention situations.
- 15 years working with special needs children in a creative environment.
- Excellent communication skills & strong public speaking skills.
- Cooperative and supportive colleague.
- Deep commitment to the well being of children and adults with the ability to enable them to bring about real, practical results in their lives.
- Effective Teacher Trained during 4 day intensive workshop that focused on instructional skills to maximize the educational benefit received.
- Extensive supervisory experience.

References

Cindy King
Parole Officer NYS DOCS
10 North Russell Rd.
Albany, NY 12207
(518) 353-9111 or (518) 949-3008

Richard LaVigne
Former Supervisor
Goodman Road
Malone, NY 12953
(518) 483-2131 or (518) 572-9211

Lorraine Childs
School Principal
St Regis Falls Central School
St. Regis Falls, NY 12980
(518)409-2024 or (518) 856-9421

Christine Sabin-Boyea
New York State Department of Labor Supervisory Labor Services Representative
Malone, NY 12953
(518) 481-5755 Ext. 3042

Candida Tavernia
Transition Specialist, Regional Special Ed Technical Assistance Support Center
(315) 842-0493