

Dawn Bradley

◆ Gibsonton, FL ◆ (813) 965-4759 ◆ dawnbradley@mail.usf.edu

Profile

Certified Vocational Rehabilitation Employment Specialist with a proven track record of exceeding production expectations. Dedicated service provider who is person-focused, energetic, versatile and works well under pressure. My excellent rapport building and interpersonal skills combined with 10+ years in placement services, program planning, service coordination, interdisciplinary team member, and Vocational Rehabilitation Counseling makes me an exceptional candidate for a Vocational Evaluator Position.

Career Highlights

- ◆ Provided guidance and collaboration with Rehabilitation and Mental Health Counseling Student Interns to research and develop best practices in vocational rehabilitation (VR) with CRU patients, resulting in the development of CRU VR program
- ◆ Lean Six Sigma Yellow Belt training in March 2021 with certification by December 2021
- ◆ Led successful Lean Six Sigma Green Belt project resulting in invitation from Systems Redesign to 2021 innovation forum
- ◆ Researched and developed first VA Participatory Vocational Evaluation protocols and implemented services
- ◆ Certified Supported Employment and Discovery Specialist, having successfully completed over 25 Discovery reports accompanied by customized employment outcome
- ◆ From May 2015-February 2018, I certified 109 applicants eligible for Vocational Rehabilitation (VR) Services, developed 80 approved Individual Plan for Employment (IPE)s, and have had 50+ successful closures
- ◆ Received "Outstanding Employee of the Quarter" Award, 2012-2013 3rd Quarter with The Diversity Initiative, Inc.
- ◆ Recipient of Circle of Champions Award presented by Association of Rehabilitation Facilities (Florida ARF) for outstanding employee of the year 2014
- ◆ Manage Supported Employment Extended Services program of 4 employment consultants and 150 consumers
- ◆ Comprehensive case management, counseling and job placement for persons with disabilities in VR setting
- ◆ Two years of clinical experience as a Social Work intern at Fresenius Kidney Care dialysis clinic

Skills & Attributes Summary

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|---|---|---|
| ◆ Professional Resume Preparation | ◆ Guidance Counseling | ◆ Highly Energetic |
| ◆ Vocational & Job Readiness Evaluation | ◆ Service Documentation | ◆ Excellent Written & Oral Communication Skills |
| ◆ Barrier Identification & Resolution | ◆ Whole Person Focused | ◆ Self-Starter |
| ◆ Interview Coaching | ◆ Multi-Disciplinary Team Approaches | ◆ Efficient Time Manager |
| ◆ Job Development, Placement & Retention | ◆ Community Resources | ◆ Strong Analyst |
| ◆ Physical & Developmental Disability Expertise | ◆ Outstanding Customer Service & Interpersonal Skills | ◆ Excellent Researcher |
| ◆ Rapport Development | | ◆ Team Player |
| | | ◆ Independent Worker |
| | | ◆ Proficient Multi-Tasker |
| | | ◆ Proactive Problem Solver |
| | | ◆ Computer Proficient |

Relevant Certifications

Board of Clinical Social Work, Marriage & Family Therapy, and Mental Health Counseling

- ◆ License #19272, November 2021

Florida Center for Inclusive Communities

- ◆ *Discovery Training Certificate, August 2013*

Agency for Persons with Disabilities (APD)

- ◆ *Best Practices in Supported Employment*, June 2011
- ◆ *Social Security Work Incentives*, May 2013
- ◆ *Supported Living Coaching*, September 2013

Professional Experience _____

DEPARTMENT OF VETERAN AFFAIRS JAMES A. HALEY VETERAN'S HOSPITAL

VOCATIONAL REHABILITATION SPECIALIST

APRIL 2020- PRESENT (40HRS/WEEK)

- ◆ Provide direct vocational rehabilitation (VR) services including vocational evaluation, resume development, targeted job search, interview preparation, and retention placement services to Veterans resulting in over 25 job placements annually
- ◆ Serve as lead VR Specialist assigned to Spinal Cord Injury (SCI), Amyotrophic Lateral Sclerosis (ALS), and Covid Recovery Unit (CRU) Clinics resulting in collaboration with Paralyzed Veterans of America for service connection benefits and coordination of benefits with Florida Brain and Spinal Cord Injury Program
- ◆ Conduct Functional Capacity Evaluations to assist with customized employment placements, job accommodations and educational accommodations
- ◆ Complete comprehensive assessment of Veteran's employment and education history, health conditions, abilities and limitations, social and mental interferences, recreational activities, safety, and personal goals
- ◆ Create individualized plan of services to meet Veteran's employment, volunteer, and/or meaningful activity goals
- ◆ Conduct Vocational Evaluations and interpret standardized measurements to counsel and guide Veterans when determining job goal, research employment outlook, and understand education requirements and work experience needed to meet employment goal
- ◆ Utilize rehabilitation counseling and best practices to assist Veterans with achieving employment, education, and independent living goals
- ◆ Applies clinical expertise in rehabilitation plan development, multidisciplinary care coordination, case management, crisis intervention, and job development
- ◆ Facilitate Veteran benefit and eligibility requirement education for VA and community services to ensure informed decisions regarding program applications are made
- ◆ Assist Veterans with preparing for and completing applications for VA benefits/services and community referrals
- ◆ Partner with multiple disciplines within VA to coordinate provision of services for Veterans and prevent duplication of services
- ◆ Collaborate with State of Florida Division of Vocational Rehabilitation to ensure smooth service delivery when referring Veterans
- ◆ Document communication, service plans, provision of services, and progress notes in CPRS within required time frames
- ◆ Represent VR and report service provision and needs of Veterans in weekly Interdisciplinary Team meetings for SCI and ALS clinics
- ◆ Lead O.N.E. Vocational Rehabilitation's Lean Six Sigma Green Belt Project "Non Paid Work Experience," including facilitating team meetings, managing huddle board updates, completing A3 Tollgates, creating project marketing materials, implementing project education component, tracking project progress, updating PMRS Chief's huddle board, and reporting monthly updates at PMRS PI Leadership Huddle
- ◆ Actively participates in staff meetings and provide input/feedback for program development, strategic planning, and services evaluation

- ◆ Developed and implemented Armor Up Job Club and provided exclusive telehealth services during Covid 19 pandemic to include resume writing, interviewing, and employment application techniques. Proven 100% patient satisfaction through satisfaction surveys
- ◆ Provide caregiver support groups for families and caregivers of Veterans diagnosed with ALS

FRESENIUS KIDNEY CARE

NEPHROLOGY SOCIAL WORKER

SEPTEMBER 2019-APRIL 2020(40HRS/WEEK)

- ◆ As a member of the interdisciplinary team, assessed patients' psychosocial status, strengths and areas of need that may affect rehabilitation and optimal treatment outcomes as part of the comprehensive patient assessment
- ◆ Participated in care planning in collaboration with the patient and healthcare team to identify effective interventions that will help the patient meet rehabilitation, treatment goals, and improve quality of life
- ◆ Utilized FMS Ultra Care patient education programs, established social work theory and methods and quality of life measurement instruments as part of assessment and care planning to resolve barriers and meet patient treatment goals
- ◆ Provided established outcomes driven psycho-educational counseling methods aimed at improving areas of need, treatment adherence, vocational/educational rehabilitation and/or quality of life
- ◆ Provided supportive and goal directed counseling to patients who are seeking transplant
- ◆ Assessed patient awareness of advance directives; assists with accessing advance directive forms/information and facilitates discussion of advance directive wishes, if necessary, with the healthcare team and the patient's family/support persons
- ◆ Provided general information about Do Not Resuscitate Orders and Advanced Directives
- ◆ Provided information and assisted the team and patient with referral to community resources (home health services, vocational rehabilitation, etc.) to facilitate optimal treatment outcomes
- ◆ In collaboration with the physician and nurse, participated in the discussion of patient DNR status in the facility to ensure patient understanding and informed decision making
- ◆ Provided usual care and/or Social Work Intensive to address non-adherence and quality of life concerns for all patients
- ◆ Collaborated with facility management, Financial Coordinators and Billing Group staff to address patient issues related to insurance
- ◆ In collaboration with Financial Coordinators, provided information and education to patients about payment to dialysis (federal, state, commercial insurance, state renal programs, AKF HIPP, and entitlement programs)

INCLUSIVE SERVICES, INC.

EMPLOYMENT & DISCOVERY SPECIALIST

APRIL 2019-APRIL 2020 (40HRS/WEEK)

- ◆ Provided direct full cycle job placement and customized employment services for persons with disabilities including veterans and families of active-duty service members and veterans
- ◆ Conducted participatory Discovery vocational evaluations for persons with significant disabilities

THE VOCATION DEPOT

EMPLOYMENT SPECIALIST

FEBRUARY 2018-APRIL 2019 (40HRS/WEEK)

- ◆ Conduct intake meeting for each new referral
- ◆ Evaluate medical, psychological, and vocational evaluations to determine job seeking strategy
- ◆ Provide placement services (attend job fairs, self-marketing and interview skill development, job development principles) according to job seekers' goal as listed on Individual Plan for Employment
- ◆ Collaborate with Vocational Rehabilitation Counselor if new barriers arise that need to be addressed prior to employment
- ◆ Partner with community resources and natural supports to assist job seekers with maximizing opportunities
- ◆ Identify necessary accommodations and advocate on behalf of the consumer

- ◆ Maintain monthly progress notes for each job seeker and provide Vocational Rehabilitation Counselor with updates as necessary

STATE OF FLORIDA-DIVISION OF VOCATIONAL REHABILITATION

VOCATIONAL REHABILITATION COUNSELOR

MAY 2015-FEBRUARY 2018 (40HRS/WEEK)

VR Client Eligibility Determination

- ◆ Assess medical, psychological, and vocational information to determine eligibility for services
- ◆ Negotiates and develops, with full participation of the customer with a disability, an Individualized Plan for Employment to determine employment outcomes
- ◆ Conducts in-depth interviews with individuals with disabilities requiring rehabilitation strategies in order to determine eligibility for vocational rehabilitation services and to determine the feasibility for achieving an employment outcome
- ◆ Provides professional vocational rehabilitation counseling to individuals with a diversity of disabilities in order that they may attain appropriate employment outcomes
- ◆ Provides information to assist individuals with disabilities in making informed choices regarding services, service providers, and employment outcomes
- ◆ Authorizes, coordinates and/or negotiates services leading to successful employment outcomes

Employment Contacts and Placement

- ◆ Develops employer contacts and serves as liaison with employers
- ◆ Develops and utilizes job placement opportunities to assist eligible individuals with disabilities to obtain appropriate employment
- ◆ Provides selective job development and placement
- ◆ Collaborates with team members in placement activities
- ◆ Utilizes the resources of community rehabilitation providers in securing appropriate job placement for eligible individuals with disabilities

Financial Accountability

- ◆ Manages resources to ensure financial accountability according to state and federal regulations
- ◆ Collaborates with community partners to assure appropriate use of available resources

Continuing Education and Training

- ◆ Participates in training experiences designed to enhance professional competency in vocational rehabilitation

THE DIVERSITY INITIATIVE, INC. TAMPA, FL

PROGRAM MANAGER/SENIOR EMPLOYMENTCONSULTANT FEBRUARY2012-MAY 2015 (40HRS/WEEK)

Program Manager/Agency for Persons with Disabilities (APD) Liaison

- ◆ Participate in the development and implementation of outreach/prevention, resource and referral, and treatment programs for individuals, families, and groups needing assistance with family problems and issues related to their disability
- ◆ Manage extended service program of 4 employment consultants and 150 job seekers for individuals with disabilities that have completed phase 1 through Vocational Rehabilitation (VR)
- ◆ Ensure cores services are being provided by employment consultants according to VR contract standards
- ◆ Manage compliance for individuals' and employees' files (AHCA, Delmarva, and APD, and VR requirements)
- ◆ Communicate with APD's support coordinators to identify needs of job seekers, and secure service authorizations from support coordinators

Senior Employment Consultant

- ◆ Conduct intake meeting for each new referral
- ◆ Evaluate medical, psychological, and vocational evaluations to determine job seeking strategy

- ◆ Provide placement services (attend job fairs, self-marketing and interview skill development, job development principles) according to job seekers' goal as listed on Individual Plan for Employment
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Vocational Evaluator

- ◆ Administer various aptitude and interest assessments including but not limited to WRAT, CAPS, COPS, COPES, and TABE
- ◆ Complete labor market studies in fields of interest to the client and/or Vocational Rehabilitation Counselor
- ◆ Identify and develop relationships with employers to conduct worksite evaluations with clients
- ◆ Write up reports for CVE review and endorsement

SUNRISE/HARC TAMPA, FL

PROGRAM MANAGER/SENIOR EMPLOYMENT CONSULTANT FEBRUARY 2008-FEBRUARY 2012 (40HRS/WEEK)

Assistant Program Director

- ◆ Assist director with managing supported employment program
- ◆ Collaborate with program director on implementing changes within a program
- ◆ Facilitate staff meetings, assist with trainings, scheduling, and resolve arising issues throughout the day

Compliance Manager

- ◆ Manage a caseload of 90 clients
- ◆ Train employees on documentation skills
- ◆ Continue to remain educated on latest state review requirements
- ◆ Ensure files are complete and quality of documentation is acceptable by auditors

Direct Care

- ◆ Assist consumers with the development of a personal goal they would like to achieve for the upcoming year
- ◆ Complete daily comments, monthly case notes, quarterly reports, and annual reports to track progress towards achieving goals

Medical Coordinator

- ◆ Oversee the medical care plan of eight individuals living in a HARC group home
- ◆ Schedule all medical appointments, and transport consumers to and from each appointment

Transportation Provider

- ◆ Transport consumers to and from the Adult Day Training program on a daily basis
- ◆ Operate a 20 passenger vehicle, track mileage, and conduct monthly maintenance checks to ensure safety of individuals

Education _____

UNIVERSITY OF SOUTH FLORIDA – Tampa, FL
 Master of Social Work, 2019 (3.93 GPA)
 Bachelor of Social Work *Cum Laude*, 2011 (3.59 GPA)

MEMBERSHIPS

- ◆ Children's Board Hillsborough County
- ◆ LEAD Center
- ◆ National Association of Social Workers

- ◆ Council of Nephrology Social Workers
- ◆ Delta Sigma, Phi Alpha Honor Society

INTERNSHIP

FRESENIUS KIDNEY CARE/ TAMPA, FL
SOCIAL WORK INTERN MAY 2017-MAY 2019