

NAYSHA CONWAY

OBJECTIVE:

Secure a professional career opportunity that will allow me to apply my skills and education.

EDUCATION:

UNIVERSITY of MARYLAND BALTIMORE COUNTY

Baltimore, MD

Bachelors of Arts in Sociology, December 2014

Catonsville Community College

Baltimore, MD

Associate of Arts in Special Education, May 2009

PROFESSIONAL EXPERIENCE:

Management
Humanim, Inc.

Manager of Transitions Howard County
August 2015 to Present

- Recruit, train, and supervise department staff.
- Develop proposals/business plans and assist with managing grants
- Assess ongoing training needs for staff and provide as needed.
- Review and monitor staff performance.
- Recruit and screen applicants for Start on Success, Students to Employment, and Student Career Choices programs, working collaboratively with Howard County Public School System and the Division of Rehabilitation Services personnel.
- Provide oversight to the STEP program and facilitate and chair STEP Steering Committee Meetings.
- Provide transition services to high school students with disabilities.
- Assist in processing and monitoring all DORS billing, meeting specific deadlines as required.
- Monitor consumer progress, including all reviews and discharge processes and coordination of all necessary ITM meetings.

Vocational
Humanim, Inc.

Start on Success Coordinator
2009 to August 2015

- Responsible for assisting students (17-19) with disabilities obtain employment in the Baltimore area.
- Assist in the development and implementation of a Work Employment Action Plan for each consumer using a case management model.
- Prepare students for employment through facilitation of workshops, and the outreach and sourcing of potential employers to secure employment opportunities.
- Teach group sessions interviewing skills, and conflict resolution in the workplace.
- Facilitate, develop, and evaluate group/individual training regarding pre-employment and job maintenance issues.
- Provide high quality assurance regarding assigned tasks to ensure compliance with COMAR regulations.
- Provide documentation and maintains confidential data, in accordance with Humanim and The Maryland Department of Rehabilitation (DORS) policy.
- Coordinate the compilation of internal and external reports and statistical data.
- Lead a job development team with a 97% student placement rate.

Rehabilitation
Humanim, Inc.

Rehabilitation Counselor
2006 to 2009

- Developed diagnostic procedures for determining clients' needs.
- Prepared and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.
- Monitored and record clients' progress in order to ensure that goals and objectives are met.
- Developed rehabilitation plans that fit clients' aptitudes, education levels, physical abilities, and career goals.
- Confer with physicians, psychologists, occupational therapists, and other professionals, in order to develop and implement client rehabilitation plans.
- Analyzed information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations, in order to assess clients' abilities, needs, and eligibility for services.
- Arranged for physical, mental, academic, vocational, and other evaluations to obtain information for assessing clients' needs and developing rehabilitation plans.

Mental Health
Sheppard Pratt Hospital

Mental Health Specialist
2007 to 2004

- Worked one on one assisting children with non-verbal artistic developmental disorder.
- Assisted in the organization of therapeutic and recreational activities.
- Completed rounds according to protocol and documentations, such as progress notes and clinical flow sheets.
- Lead goal making groups and emotional therapy groups.

Mental Health
Social Service Consultants, LTD

One on One Assistant
1999 to 2003

- Worked one on one assisting working with children with non-verbal artistic developmental disorder.
- Assisted with school, work, and recreational trips, and send home checklist to parent on child behavior.

SKILLS/CERTIFICATIONS:

- 10 years experience with Microsoft Office Suite
- 10 years case management experience
- 3 years supervisory experience
- 8 years job development experience
- 8 years experience clinical mental health experience
- 3 years facilitating STEP Steering Committee