

Shawn M. Keating

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PROFESSIONAL EXPERIENCE

- 2010-Current **Residence Manager, QMRP**
Schodack IRA, Vanderheyden Hall (Castleton-on-Hudson NY)
- Scheduling and supervision of direct support staff in an OPWDD certified supervised IRA.
 - Ensuring corporate and regulatory compliance.
 - Managing resident finances and residential budgets.
 - Maintenance and verification of billing support documentation.
 - Services planning, completing residential habilitation plans, reviews, and service summaries.
- 2007-Current **Community Habilitation Specialist and Community Support Specialist**
Community Habilitation Specialist, Community Habilitation, Wildwood Programs (Latham NY)
- Providing home and community based habilitation services including recreation, counselling, and life skills training.
 - Member of the quality observation team.
- Community Support Specialist, Day Services, Wildwood Programs (Albany NY)
- Served as an advocate for a caseload of consumers, created day habilitation plans and coordinated with MSC and family regarding services provided.
 - Maintained and reviewed service and billing documentation for all participants.
 - Developed new community-based volunteer sites and group activities.
 - Conducted group and individualized day habilitation activities, recreational activities, and skills training with adult consumers.
- 2006-2007 **Program Manager, QMRP**
Normanskill IRA Residential Program, Schenectady ARC (Duanesburg NY)
- Scheduled and supervised all direct support staff and residence supervisor.
 - Ensured compliance with state regulations and agency policies and procedures.
 - Managed consumer finances and residential budgets.
 - Maintained accounting records and billing documentation.
 - Participated in service planning, completing residential habilitation plans.
- 2007 **Shift Coordinator and Residential Relief (Part Time)**
Rapp Road IRA Residential Program, New Visions, Albany ARC (Albany NY)
- Provided supervision of consumers, skills training, ADL assistance, crisis intervention, service planning, behavior management, and transportation for residents.
 - Made appropriate documentations as needed in the form of daily notes.
 - Supervised program staff as a shift coordinator.
- 2004-2006 **Program Manager and QMRP Habilitation Coach**
Habilitation Coach, Minerva Fisher Residence (ICF), Community Residences Inc. (Vienna VA)
- Coordinated interdisciplinary efforts to create individualized service plans for ICF consumers.
 - Scheduled, developed, and planned active treatments and recreational activities.
 - Supervised and trained ICF staff in the implementation of treatment programs.
 - Maintenance of and creation of treatment records, service plans and case notes
 - Responsible for QA regarding all clinical records and documentation made by ICF staff.

Program Manager, Oak Street Group Home (ICF) (Manassas VA)

- Converted service plans and documentation from IRA to ICF services billing.
- Supervised and scheduled program staff. Trained staff on ICF policies and procedures.
- Managed personal and program accounts, completed billing documentation, and coordinated services with day habilitation programs.

2004

Behavioral Intervention Specialist, Shift Leader

Jos-Arz Academy (Washington DC)

- Assisted juveniles in a less restrictive residential behavioral treatment program and day school.
- Ensured resident's safety and compliance with program rules.
- Intervened when problem behaviors occurred.

2003-2004

Program Specialist - Therapeutic Activities, Activities Aide

2000-2002

Northeast Center for Special Care (NF) (Lake Katrine NY)

- Facilitated group activities including self-advocacy training, social events, dinners, and out-trips.
- Provided one to one program advising and community re-integration counseling.
- Tracked and documented program attendance using specialized software.
- Completed care plans, made quarterly and annual assessments, wrote status-to-goal progress notes, and completed MDS billing documentation.
- Worked as a nurse's aide in the Activities Workshop group, which is a special therapy program for residents with MR, dementia, and coma emergent residents involving task completion and sensory stimulation.
- Aided in the initiation of the dementia therapy program and developed data tracking systems for the program.

2000-2003

Emergency Medical Technician/Ambulance Dispatcher, Volunteer

Five Quad Volunteer Ambulance (Albany NY)

- Worked on the ambulance crew as a patient attendant.
- Worked as an ambulance dispatcher while training to become an EMT.
- Assisted in first aid and CPR training, trainer of new dispatchers.

EDUCATION

M.S. in Health Care Administration

University of Maryland University College, Adelphi MD

Courses included: Organizational Communication and Group Development, Organizational Leadership and Decision Making, Financial Decision Making for Managers, Medicare/Medicaid/US Health Care System, Health Care Administration, Long-term Care Administration, Health Service Organizational Development, Health Care Law, Financial Management for Health Care Organizations, and Information Technology for Health Care Administration.

B.A. in Psychology and Biology

State University of New York University at Albany, Albany NY

Courses included: Abnormal Psychology, Cognitive Psychology, Industrial-Organizational Psychology, Developmental Psychology, Social Psychology, Economics, Statistics, Behavior Genetics, Behavioral Neuroscience, Neurobiology, and Comparative Anatomy.