**Deirdre Stokes**

**683 Barbey Street, #306**

**Brooklyn, New York 11207**

**347 983-6062**

**Employment**

**The Jewish Board for Family and Children Services**

**Brooklyn, NY**

*Vocational Specialist* /Recreational Coordinator ***9/2012-Present***

* Communicate and educate consumers, families, colleagues and community partners about the principles and procedures of supported employment
* Conduct on-going vocational assessments, identifying consumers’ interests, strengths, skills, abilities, and unique set of challenges towards the goal of matching them with jobs
* Assist consumers in job development, job match, networking and job search activities directed toward positions that are consistent with their needs and interests
* Help consumers obtain competitive employment in integrated job settings
* Provide individualized follow along services in the community to assist consumers in sustaining employment
* Develop jobs in the community; reach out to and engage potential employers
* Provide education and support to employer, as agreed upon by the consumer, which may include negotiating job accommodations and follow along contact with the employer
* Provide services to consumers individually and in groups
* Provide outreach services as necessary to consumers when they appear to disengage from services
* Participate as part of the PROS service delivery team to coordinate and integrate vocational services into recovery and rehabilitation services
* Coordinate and arrange trips and events for various programs of the agency. Supervise Peer staff.

**Mercy Home**

**Brooklyn, NY**

**Intern *8/2014-present***

* Assist children with developmental delays and disabilities through music and art therapy

**New York City Coalition for the Homeless**

**New York, NY**

*Volunteer Job Coach/Mentor* ***6/2011-5/2012***

* Mentor, support and assist students navigate their work environment
* Present workshops, draft and edit resumes, cover letters, employment applications and other job-related documents

**United Bronx Parents**

**Bronx, NY**

*Human Resources Generalist*  ***3/2010-9/ 2012***

* Carried out responsibilities in the following functional areas; departmental development, Human Resource Information Systems, employee relations, training and development, benefits, compensation, organizational development and employment
* Maintained employee related databases, training records
* Reviewed resumes and interviewed candidates for employment
* Conducted investigations regarding employee complaints or concerns
* Provided administrative support regarding client database, human resources and payroll

**Faith Mission Crisis Center**

**South Ozone Park, NY**

*Executive Assistant/Substance Abuse Counselor* ***1/2005-1/2008***

* Coordinated and performed a range of staff as well as operational support activities for the agency; served as a liaison with other departments and Board members in the resolution of day-to-day administrative and operational problems
* Provided administrative/secretarial support for the agency such as answering telephones, assisting visitors, and resolving and referring a range of administrative problems and inquiries
* Provided administrative support regarding client database, human resources and payroll
* Facilitated groups, composed treatment plans and discharge summaries.  Conducted intakes and psychosocial assessments to determine eligibility of clients for referrals to higher level of care
* Performed general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work

**1199 SEIU/League Employment**

**New York, NY**

*Administrative and Human Resources Assistant* ***1999-2000***

* Provided administrative support to Director of Human Resources
* Processed, verified, and maintained personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations
* Recorded data for each employee, supervisory reports on performance
* Compiled and prepared reports and documents pertaining to personnel activities

**Plan B Communications**

**New York, NY**

*Office Manager* ***1997-1999***

* Provided administrative assistance and professional secretarial support to the Director and Sales staff.  Supervised secretarial staff of four
* Supervised the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
* Trained and instructed employees in job duties and company policies or arranged for training to be provided

**Mount Sinai Medical Center**

**New York, NY**

*Executive Assistant-President’s Office,*

*Information Technology,*

*General Medicine* ***1990-1997***

* Coordinated and performed a range of staff as well as operational support activities
* Served as a liaison with other departments and Board in the resolution of day-to-day administrative and operational problems. Supervisory responsibilities as needed

**Education**

New York City College of Technology

Bachelor’s Degree- Human Services Major: G.P.A. 3.76

Expected Graduation: June 2015

Another Chance In Life-

350-hour CASAC Program- Certificate

**Skills**

Proficient in using a Mac and PC; Microsoft Word, Excel, PowerPoint, Publisher, and Outlook; and the Agency Database: ANAZAZI

Trainings in FIT and Wellness components of Center for Practice Innovations at Columbia Psychiatry, NYS Psychiatric Institute

Published papers: <http://www.citytech.cuny.edu/files/academics/ctw7.pdf>

<http://www.citytech.cuny.edu/files/academics/ctw9.pdf>