
VERA S. MILES, MA

Associate

SUMMARY OF EXPERIENCE

Vera S. Miles, MA, Associate, has more than ten years of diverse experience in the mental health field, in both clinical and analytical capacities. On the clinical side, she has conducted clinical assessments, provided crisis intervention counseling, conducted risk assessments and mental health intakes, and provided therapy to adolescents and adults. On the analysis side, she implements evaluation procedures, maintains information management systems, and provides technical support and assistance. She is experienced at collecting and analyzing data for evaluations via surveys, interviews and focus groups, ensuring quality and consistency of data. She received her Bachelor of Arts degree in Psychology from Dowling College, NY, and holds a Master of Arts degree in Psychology from Adelphi University, NY. Her dedicated work in mental health advocacy, crisis intervention and analysis has resulted in positive life outcomes for clients.

ACADEMIC BACKGROUND

Adelphi University Garden City, NY - Master of Arts, Psychology, May 2004

Dowling College Oakdale, NY - Bachelor of Arts, Psychology, May 2000

WORK HISTORY

Present **Community Science**
Associate Uniondale, NY

Provides support to Nassau County agency staff in implementing evaluation procedures. Maintains information management systems, provides technical support, and assistance. Collects data that NWD-FSS agencies collect. Assist in data collection of project data via surveys, interviews, and focus groups. Ensures the quality and consistency of data for evaluations. Supports project director or task manager to ensure that task are completed and on time. Coordinates and participates in site visits. Organize and analyze data, as well as summarize findings. Help plan conferences and meetings related to projects.

12/06 - present **Mental Health Association of Nassau County**
Crisis Help Line Counselor Hempstead, NY

- Conduct clinical assessments by phone and in-person.
- Counsel clients by phone and provide crisis intervention as needed.
- Assess clients' emotional or psychological problems for appropriate level of care.
- Refer callers to appropriate treatment facilities.
- Network with various mental health agencies to maintain accurate resources

8/06-7/07

Pederson-Krag Center
Huntington, NY

Mental Health/Admissions Therapist

Completed applications for chemical dependency and mental health services.

- Conducted risk assessments and mental health intakes with adults and children.
- Provided one-on-one therapy for caseload including treatment plans.
- Facilitated groups for children on increasing positive behaviors.
- Provided respite for children.
- Weekly monitoring of child cases not assigned treatment.
- Trained student interns & staff as needed.
- Responsible for data entry, clerical duties, and fee sets.
- Representative for admissions staff on Committee for Change.
- Served as back up for Admissions Coordinator.

8/05 – 8/06

Program Supervisor, School-Based Mental Health Program

- Ensured that Wyandanch students receive concrete mental health services including therapy, anger management and character education.
- Supervised 4-person staff which includes leading regular meetings.
- Conducted parent-student conflict resolution.
- Helped students to obtain funding for health-care necessities such as glasses.
- Implemented programs for at-risk youth.
- Facilitated staff development in-services.
- Created succinct protocol and procedure for referring students.
- Served as member of Wyandanch district-wide Crisis Intervention Team.

11/03 – 8/06

Intensive Crisis Intervention Specialist/Mentor

- Evaluated 3rd -5th grade students with emotional/behavioral issues.
- Provided parents and teachers with resources and referrals for psychiatric evaluations.
- Proposed ideas such as behavior modifications for classroom settings.
- Created and implement summer program for at-risk youth ages 8-16.
- Developed curriculum for anger management workshops focusing on self-awareness.
- Facilitated workshops on peer pressure, bullying and healthy choices.

6/03 - 1/04

Case Manager

- Maintained weekly home visits to 15-20 clients.
- Reduced clients' risk of psychiatric hospitalization through home visits and outreach.
- Helped clients maintain benefits and psychiatric and medical appointments.

6/04-6/06

Wyandanch High School 21st Century Grant
Wyandanch, NY

Adult Education Program Coordinator

- Responsible for supervising staff of five teachers.
- Recruited over 100 students interested in obtaining their GED/learning ESL.
- Filled in as a substitute teacher as needed.
- Set up training and curriculum for staff.

- Attended training and seminars for effectively running a continuing education program.
- Constructed statistical data reports.
- Ordered all necessary materials for staff and students.
- Trained and efficient in testing GED/ESL students to assess education level.

8/98 - 8/00

National Center Residences at Dowling College

Resident Assistant

Shirley, NY

- Monitored safety and well-being of 30 students.
- Conducted weekly meetings to ensure rules and guidelines were followed.
- Oversaw a budget for monthly dorm activities.

9/96 - 8/98

Dowling College Student Government Association

*President of the Pan-African American
Caribbean Club*

Oakdale, NY

Managed 30,000-dollar budget and supervised 5-person board. Planned and hosted campus wide events to encourage student unity.

OTHER RELATED ACCOMPLISHMENTS

Awards

1998 Most Dedicated to Student Government, Dowling College
National Honor Society in Psychology