

# ROSLYN D. BURTON-ROBERTSON, Ph.D., DBA candidate

40 Pershing Avenue ■ Stamford, CT 06905  
drrosrobertson@aol.com ■ 203-550-6350 (M)

---

## QUALIFICATIONS SUMMARY

*Over 15 years of experience in human, fiscal and physical resources, training, developing and implementing initiatives to enhance the lives of individuals living with disabilities; and over 40 classes taught. Areas of proficiency include:*

- Coaching
- Leadership Development
- Policy Development
- Programming
- Strategic Planning
- Learning Outcomes Assessment

## EDUCATION

### **Doctor of Business Administration in Industrial & Organizational Psychology**

North Central University, Scottsdale, AZ expected June 2017

### **Certification in Pastoral Care and Counseling Studies**

Saint Gregory Academy School of Continuing Education, Murfreesboro, TN August 2014

### **Doctor of Philosophy in Counseling**

Trinity Theological Seminary, Newburg, IN December 2013

### **Masters of Science in Education, With a Concentration in Rehabilitation Counseling**

Thomas H. Hunter College, City University of New York, New York, NY June 1998

### **Bachelors of Arts in Psychology**

Bernard M. Baruch College, City University of New York, New York, NY June 1993

## RELATED PROFESSIONAL EXPERIENCE

**Executive Director**  
**Easter Seals CT, Inc.**

**2013-Present**

- Transitioned new programs to provide additional services to people of the state, and build the organization through a more diverse service array.
- Develop internal and external budgets, complete monthly status review and assure fiscal viability.
- Review grants, program proposals, and the like in response to RFP's, service requests and/or identified community needs.
- Develop and carry out annual strategic planning objectives.
- Actively seek service-related funding opportunities including new services, mergers and acquisitions.
- Meet with individual, corporate and foundation prospects and donors as needed.
- Manage Board-related activities; actively work on Board development, adding new members to the Board of Directors.
- Serve as an ex-officio member of all committees or the Board of Directors.
- Educate the public about Easter Seals and facilitate the development of programs through involvement with professional organizations, civil service groups and the community-at-large.

**Psychotherapist Private Practice  
Stamford, CT**

**2013-Present**

- Individual spiritual psychotherapy with adults and adolescents in an outpatient setting, coaching, couples/relationship/marriage psychotherapy, spiritual guidance, pastoral counseling, teaching, supervision.
- Focus on anxiety, depression, work issues, and life balance; utilizing various techniques including dialectical-behavioral therapy, reality therapy, solution-focused therapy, client-directed outcome-informed therapy and mentoring.

**Promoted to Director of Transitional Housing (9/2012-3/2013)  
HELP USA, Inc., Bridges II Permanent Housing, Bronx, NY**

**2011-2013**

- Led the successful implementation and overall management of the Bridges II Permanent Housing Program including; planning, hiring staff, clinical and administrative supervision and continuous training; preparation, administration and compliance of grants and contracts; and networking with other service providers.
- Achieved service delivery to more than 300 families, including, but not limited to assessment, job readiness/employment, counseling, advocacy, legal assistance, case management, support group, childcare, basic needs (such as food and clothing), financial stability, housing, mediating disputes, and addressing grievances.
- Developed and implemented multiple comprehensive workforce development and employment programs, to enhance the employability of shelter families to increase their levels of self-sufficiency and secure permanent housing.
- Increased the number of families served by 45% in 30 days by restructuring and implementation of effective program planning and staff development.

**Grants Manager  
HELP USA, Inc., New York, NY**

**12/ 2011-9/2012**

- Developed and implemented contract compliance and reporting systems; develops organizational policies and procedures for ensuring that all aspects of grants are completed including: startup, renewals, amendments, modifications, closeouts; develop contract administration plan for HUD and VA grants, DHS, OTDA, NYSSHP, SHYFA contracts.
- Interacted with the funding sources at the city, state and federal levels, on a regular basis regarding funding requirements; supervise the collection of relevant statistics and data related to programmatic evaluation by various funding entities.
- Monitored expenditures for each contract (actual versus budget on an inception to date basis); monitors expenditure reports; oversee preparation of reporting documents to government funders, thereby ensuring the timely submission of all reports; collaborate with Operations staff to ensure that program performance data is completed timely.
- Utilization of AWARDS, CARES, HMIS, e-Snaps database.

**Manager, Employment Services  
Arbor Education & Training, LLC./ResCare, Inc. Brooklyn, NY**

**7/2009-9/2010**

- Developed and implemented multiple comprehensive workforce development and employment programs.
- Conducted vocational and career assessment; planned, implemented and evaluated career training, development, placement and retention programs.
- Developed the use of alternative learning methods in practice such as coaching, e learning, shadowing to support the workforce development benchmark.
- Planned and implemented special events and employment/career activities; continuous research of industry and company trends.
- Led business development and recruitment efforts, expanded customer base, developed marketing materials and Stewarded relationships with corporations for corporate sponsorship.
- Developed and maintained a series of training manuals and assessments, which were used to evaluate staff development.
- Supervised three (3) mid-managers twenty (20) program staff; reported to the Vice President and Senior Deputy Director accordingly.

**Director of Day Services Programs**

**ARI of Connecticut, Inc., Stamford, CT**

**7/2006-5/2007**

- Maintained the overall administrative and program management of seven (7) program operations; supervised seven (7) managers and twenty-five (25) direct care staff; reported to the Chief Executive Officer.
- Oversight of \$2.5 million budget and managed projects for successful completion of 10+ contracts.
- Developed systems and trained staff, to support and monitor activities that are necessary to ensure the safe operation of each program in compliance with State and Federal regulations.
- Provided comprehensive assessment, treatment planning; coordinated services with collaborating agencies and families.
- Researched and developed programs in response to individual, business, and agency requests.

**Weston United Community Renewal, Inc., Club United Psychosocial Clubhouse, New York, NY**  
**Director of Rehabilitation Services**

**1999-2005**

- Oversaw operations of two (2) psychosocial rehabilitation programs, funded by NYC Department of Health and Mental Hygiene (DOHMH), supervised program director and managed vocational/educational training programs; provided training and clinical interventions to supported education and employment program employees.
- Directed workforce development, employment and training programs funded by the State Office of Mental Health (OMH), while providing clinical interventions for dual diagnosed forensic population.
- Guided operations of two (2) affirmative business in the arts to provide employment opportunities for consumers of mental health both funded by NYC Department of Health Mental Hygiene (DOHMH).
- Managed \$2 million dollar federally funded budget and direct appropriations for staffing and daily operation for six (6) programs, and supervised professional staff of ten (10) managers; reported to the Chief Program Officer.

**Vocational Rehabilitation Specialist**

**Palladia, Inc., Dreitzer Women and Children's Treatment Center, New York,**

**1996-1999**

- Researched work readiness curriculum for specific populations, developed and implemented vocational/educational assessment tools, to evaluate vocational and educational planning; individual/group career counseling, and workforce development.

**Family Social Worker**

**The Children's Village, Inc., Dobbs Ferry, NY**

**1994-1996**

- Provided individual, group and family counseling for twenty-eight emotionally disturbed adolescent boys and their families; clinical and case management supervision of a professional staff of twenty-four Sociotherapists.

## **HIGHER EDUCATION EXPERIENCE**

**Adjunct Professor**

**2011-Present**

**CJHS421 Foundations of Group Counseling,  
Colorado Technical University, Schaumburg, IL**

- Facilitate introduction to the dynamics of group counseling theories, therapeutic approaches and counseling skills.
- Identify group counseling approaches effective with substance use disorders.
- Identify group selection criteria, group goals, outcomes, and ground rules; group stages and process.
- Demonstrate treatment planning, program and needs identification and facilitation and the actions necessary to form a group with regard to addiction issues.
- Analyze theories, research, best practices literature legal and ethical issues.

**Adjunct Professor****CJHS 411 Foundations of Individual Counseling**

- Identify counseling theories effective with substance abuse disorders and best practice literature, research, and theories, legal and ethical issues.
- Identify relevant client characteristics such as gender, sexual orientation, developmental level, culture, ethnicity, age, health status and disabilities.
- Demonstrate an ability to adapt counseling strategies to the individual and identify issues of transference, counter transference, and projective identification.
- Demonstrate an ability to facilitate the development of basic and life skills and promote client knowledge, skills, and attitudes that contribute to positive change in substance abuse behaviors.
- Demonstrate the communication skills used to establish a helping relationship.

**Adjunct Professor****UNIV203-V Career & Employment Management with Professional Learning Experience**

- Identify, develop, and engage students in an intensive preparation experience for gainful employment related to their degree program.
- Prepare students to develop a plan of action to execute an effective job search or advance in their current organization.

**Adjunct Professor****UNIV203 Career & Employment Management**

- Provide the framework for effective career management as students gain a full understanding of how to advance their career immediately following graduation.
- Develop a marketing plan to represent skills, experience, and academic qualifications.
- Research, explore, and identify potential employers.
- Develop a plan to successfully obtain gainful employment in a specific career field.

**Adjunct Professor****2014-Present****OL125 Human Relations in Administration****Southern New Hampshire University, Manchester, NH**

- Provide students with human relations skills needed to develop interaction skills that contribute directly to effective human resource management and the development of higher productivity are studied.
- Demonstrate skill areas such as leadership, motivation, communications, group dynamics, organizational development, management by objectives, and stress and time management.

**OL265 Introduction to Managing Not-for-Profit**

- Facilitate introduction course to examine the theory and practice of leadership and decision-making in the nonprofit sector.
- Demonstrate core classic and contemporary theories on leadership, management, governance and organizational effectiveness of nonprofit organizations.

**OL330 Grant Writing**

- Identify and secure funding through grant writing is essential for nonprofit organizations.
- Demonstrate strategies for aligning the needs of the nonprofit organization to available funding sources
- Identify the need for funding, source grant opportunities, mutual benefits between a nonprofit and a funder's mission, and the grant writing process.

**OL342 Organizational Behavior**

- Identify and focus on primary factors that influence behavior in organizations.
- Emphasis is placed on leadership, group dynamics, inter- group dynamics, organizational structure and design, change, culture, power and politics, environment and technology and organizational behavior in an international context

**OL445 Nonprofit Management Seminar**

- Provide students with an opportunity to apply knowledge toward identifying solutions and strategies for addressing challenges facing nonprofit leaders.
- Engage students to assume a leadership role of a nonprofit organization in a simulated experiential environment.

## HIGHER EDUCATION EXPERIENCE (cont'd)

### HSE215 Child Growth & Cognitive Development

- Facilitate child development from birth through adolescence with an emphasis on the physical, cognitive, social, and emotional components of normal development
- Engage students to become a human services professional and provide proper support to children and adolescents.

### HSE220 Communication Skills for Human Service Professionals

- Provide students with the knowledge and skills to effectively, efficiently, and compassionately communicate both orally and in writing.
- Emphasis taught on the tools of communication as well as how to clearly articulate the issues, deal with conflict, and establish rapport.

### HSE315 Role and Impact of Trauma on Children and Families

- Prepare students to provide services to children and families in highly emotionally charged and legally complicated situations.
- Provide the framework on the short and long term influence of physical and psychological trauma on children and families are explored including domestic violence, substance abuse, neglect, sexual assault, and prenatal trauma.
- Engaging students in the role of the human services professionals, including legal responsibilities and limitations, safety, secondary trauma, and ethical considerations.

## CERTIFICATIONS

Certified Pastoral Counselor, August 2014

National Clinical Mental Health Counselor, expected July 2016

Licensed Clinical Mental Health Counselor, expected July 2016

## AWARDS & HONORS

Omicron-Psi Honor Society

~Recognition of scholarly research, distinctive achievement, clear thinking and creativity

Dean's Scholarship, The Chicago School of Professional Psychology

~Selected based upon dedication, contributions to service, academic excellence and achievement

## MEMBERSHIPS

American Psychological Association

American Counseling Association

Society for the Exploration of Psychotherapy Integration

International Association of Marriage and Family Counselors

Society of Counseling Psychology

American College Counseling Association

Society for the Psychology of Religion and Spirituality

Association for Behavior Analysis International

Association of Specialist in Group Work

Society of Humanistic Psychology

Association for Behavioral and Cognitive Therapies

California Psychological Association

## REFERENCES

Former Professor and Advisor:

Dr. Ingrid Buch-Wagler

Director of Conflict Management and Professor of Pastoral Ministry and General Education

Trinity Theological Seminary

4233 Medwell Drive

Newburgh, IN 47630-2528

812- 853-0611

[www.trinitysem.edu](http://www.trinitysem.edu)

[ibuchwagler@trinitysem.edu](mailto:ibuchwagler@trinitysem.edu)

Colleague/Former Supervisor:

Thomas Renart, MA, MS

Senior Vice President of Program Services

YAI Network, Inc.

460 West 34th St.

New York, NY 10001-2382

212-273-6100

646-430-1003cellular

[www.yai.org](http://www.yai.org)

[thomas.renart@yai.org](mailto:thomas.renart@yai.org)

Colleague:

Cynthia Wynn, PhD, LMHC, CASAC

Chief Program Officer

Inspirica

141 Franklin Street

Stamford, CT 06901

203-388-0100

914-479-9501

[www.inspirica.org](http://www.inspirica.org)

[raye0325@aol.com](mailto:raye0325@aol.com)

Colleague/Board Member ESCFC:

Archie Elam, MBA

Senior Adviser Strategy/Diversity & Chairman-Select, West Point Diversity Council

West Point - The US Military Academy

West Point, NY

203-554-1010

[archie\\_elam@msn.com](mailto:archie_elam@msn.com)

Colleague/Board Member ESCFC:

David E. Washington

Executive Recruiter

Washington Associates

(203) 981-7566

[pastordwashington@gmail.com](mailto:pastordwashington@gmail.com)