

Kym L. Pettitt

kym@individualizedsupportservices.com

Professional experience

August 2019- Present: Self Employed/Independent Contractor, Rochester, NY

Support Broker

- Provide support brokerage services to individuals utilizing Office of People with Developmental Disabilities (OPWDD) services.

May 2016-June 2019: Employment Alliance/Heritage Christian Services, Rochester, NY

Employment Specialist

- Support individuals with varying abilities in multiple settings
- Perform Job Development (research job opportunities, contact potential employers, explore job carving potential)
- Facilitate job interview process, conduct interview preparation.
- Teach individuals on how to obtain and maintain paid employment using various methods (e.g., modeling, providing soft skill, self-advocacy, time management and conflict resolution education)
- Research job related reasonable accommodations under the Americans with Disabilities Act, advocate for implementation at work sites.
- Assist individuals with job responsibilities using various coaching strategies.
- Assess individuals for job readiness and necessary coaching supports.
- Facilitate relationships between the individual and supervisors/co-workers.
- Strive for a safe, positive, and meaningful work experience for the individual.
- Complete documentation required by agency and state funders.
- Communicate pertinent information to individuals and their support team.
- Collaborate with OPWDD and ACCES-VR counselors on services provided.
- Participate in Circle of Support planning meetings for individuals using both traditional and self-directed services.

October 2013 – February 2016: Monroe BOCES #1, Fairport, NY

Job Coach

- Assist students with performing job duties.
- Communicate effectively with the work site supervisors and other members of multidisciplinary team (teachers, mental health professionals, transition/work study specialists)
- Train and monitor progress of student workers; use fading techniques to foster independence.
- Maintain notes of student work behavior, attitude, rate, and quality.
- Advocate for students and encourage/support their own self advocacy.

September 2008 – October 2013: **Parent/Caregiver**

December 2004 – September 2008: HR Works, Inc. Fairport, NY

Human Resources Consultant

- Perform various H.R. functions for client companies, including payroll, benefits administration, employment law guidance, employee relations, and performance appraisals.

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June 1999 – October 2004: EPIC Advisors, Inc. Rochester, NY

Compliance Administrator

- Prepare government required reports for Retirement Plans: IRS Form 5500 and Non-discrimination Tests (ADP/ACP, 415, Top Heavy)
- Calculate Forfeiture and Profit-Sharing allocations.
- Interpret Plan Documents and prepare prototype plan documents
- Interact with Clients regularly via telephone and email; design written correspondence.

June 1992 – May 1999: First National Bank of Rochester, Rochester, NY

Human Resources Representative

- Coordinate recruitment and selection process for non-exempt staff (oversee job posting process, source external candidates, screen/interview candidates, advise managers on salary grades/ranges, determine starting salary)
- Ensure fairness in the workplace by advising/interpreting H.R. policies and procedures for management and staff, counsel employees, assist in H.R. policy development, interact with all levels of management and staff
- Conduct orientation for new hires, 401(k) plan administration, assist employees with questions regarding welfare plans.
- Maintain HRIS database/create reports, payroll processing, EEO-1 and affirmative action plan preparation.

Education

Bachelor of Science (Magna Cum Laude) – SUNY Brockport

Major- Business Administration, Specialty- Personnel Mgt, Minor- Psychology

Other Studies/Experiences

- OPWDD Support Broker Training; authorized Broker as of 8/1/19.
- Certified Employment Support Professional™ through APSE
- OPWDD Innovations training to provide SEMP services.
- Lay Advocacy Training – Advocacy Center, Rochester, NY
- Autism education/training–DIRFloortime®, various behavior management strategies.
- American Society of Pension Actuaries (ASPA), Certified Employee Benefits Specialist (CEBS)
- Graduate studies- Cornell University ILR School, St. John Fisher College
- Various customer service roles (sales associate, bank teller, waitress)

Computer Skills

Microsoft Office, HRIS, ADP Payroll & other industry specific applications

Community Involvement

Classroom Volunteer (various public schools), United Way Campaign Coordinator & Day of Caring Team Captain; Board Member & Teacher's Aide at Webster Cooperative Nursery School; Church Council Member; Fundraising for AutismUp and Juvenile Diabetes Foundation