**Janir A. Rivera**

7871 Camden Lane, Parkland, Florida 33076 • Phone 954-304-5657

E-mail ***janir@me.com***

CAREER OBJECTIVE

Motivated and highly productive scholar practitioner with a research background. Detail-oriented with strong skills in multi-tasking and efficient organizational operations seeks a leadership position within a reputable and inspiring academic institution. Adept at building and maintaining effective working relationships with co-workers and outstanding interpersonal skills.

CORE QUALIFICATIONS

* Leadership development
* Academic program development and accreditation compliance
* Background developing rehabilitation programs and planning
* Adept at managing programs and healthcare professionals of diverse disciplines
* Able to anticipate and project organizational change
* Background as director of rehabilitation, academic program director and compliance specialist
* Creative problem-solving skills and positive leadership

EXPERIENCE AND SKILLS

Program development • Executive leadership • Skilled in clinical documentation and policies • Quality management • Detailed auditor • Education and training • Team development • Strategic analysis • Site evaluations • Talent management • Computer literate • Higher education assistant professor • Interpersonal skills • Effective communicator • Mentoring skills • Bilingual, with fluency in English and Spanish

**Administrative**: CEO of IJ Advisors, LCC • Responsible of the development and management of rehabilitation departments of diverse healthcare practice settings • Followed standards for academic accreditation • Collaborated with healthcare facilities to provide patient/family education, staff development through organizational policies.

**Problem Solving**: Designed strategic plans to comply with programmatic accreditation of Occupational therapy and Physician Assistant programs in higher education • Created systematic roster, intended for the efficient handling of denied claims by Medicare, achieving net savings of a million dollars and reducing the appeal process • Designed education related to clinical documentation to maximize efficiency of the therapists and promote skilled services • Identified trends of the market to adjust rehabilitation services • Fostered professional development of staff to develop new businesses • Designed a sensorial room for patients with Alzheimer’s dementia to maximize therapeutic activities and improve patients’ outcomes.

**Management:**Oversaw operations of startups rehabilitation program, provided expertise, commitment, and quality control during a time of significant transition • Created the ‘Neat, Clean, Organize (NCO) program’ intended to promote readiness for state surveys and accreditors • Maintained an open-door policy to engage in effective communication and conflict resolution • Established a shared goal to build a collaborative approach between different teams • Supported stakeholders to act according to high standards and ethics.

**Clinical:** Assessed patients' functional status to determine an appropriate plan of care, performed home/environment assessments, supervised rehabilitation personnel, followed guidelines to establish occupational therapy domain and process • Participated in multi/inter-disciplinary team meetings to establish best intervention plan for the patients/families • Utilized evidence-based practice to design plan of intervention.

**Technical:** Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, Teams), QuickBooks, Adobe Acrobat, Learning Management System (Bright Space, Canvas), Electronic medical record (Smart Casamba, PointClickCare).

**EMPLOYMENT HISTORY**

Academic Program Director, April 2020-present, Concorde Career College

Academic Program Director, September 2017-April 2020, South University

Director of Rehabilitation, October 2011 to September 2017

Compliance Specialist, October 2014 to November 2015

**EDUCATION**

Doctor of Executive Leadership(in progress); GPA 4.0

Charleston, West Virginia (online)

Master of Occupational Therapy (2001); GPA 3.8

Loma Linda University, Mayaguez, PR

Bachelor of Science in Occupational Therapy (1995); Cum Laude

University of Puerto Rico, San Juan, Puerto Rico