

Maria L. Dawson

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Summary

Twenty-Seven years of healthcare management experience. Proven ability to effectively manage employee relations and customer service. Highly skilled at budget development and maintenance. Able to consistently decrease expenses while increasing revenues. Strong written and verbal communication skills. Experience in a variety of healthcare settings including long-term care assisted living facilities, home care and hospice, federal correctional settings, and out-patient hospital clinics.

Education:

Master of Health Administration: The Pennsylvania State University

Bachelor of Science: Health Planning and Administration – The Pennsylvania State University

Work Experience:

The Pennsylvania State University 8/2013 – Present

The Pennsylvania State University, Adjunct 1/2012 - 8/2013

Duties: *Faculty* Full time instruction for students in the Health Policy and Administration.

- Redesigned and taught healthcare management, technology, and quality courses
- Assisted in the development of a writing intensive professional development course
- Completed an on-line teaching certification
- Wrote and taught the on-line healthcare management course
- Managed the Undergraduate Advisory Board
- Participant in the Undergraduate committee
- Department representative and participant in the Women's Leadership Initiative

Consultant: Mount Nittany Medical Center – Wound Care 1/2014 – 1/2015

Healogics at Mount Nittany Medical Center 6/2012 – 8/2013

Duties: *Program Director* Responsible for the daily operations of a \$3million wound clinic.

- Managed staff productivity
- Responsible for budget development and maintenance
- Maintained compliance for The Joint Commission and The Department of Health
- Managed patient relations
- Coordinated staff training

GEO Care, Inc at MVCC 8/2010 – 6/2012

Cornell Companies Inc. at MVCC 1-2006 – 8/2012

Duties: *Medical Administrator* Responsible for the daily operations of a 1,495 Federal prison medical and dental clinic.

- Responsible for direct care, infirmary care, dental care, and ancillary services.
- Responsible for the direct supervision of all medical staff.
- Responsible for all budget management and development.
- Responsible for the accreditation process for the BOP, ACA and JCAHO.

Prison Health Services, Inc. at SCI – Houtzdale 9/03 – 1/06

Wexford Health Sources, Inc. at SCI – Houtzdale 8/02 – 9/03

Duties: *Health Care Unit Administrator / Program Manager* Responsible for the daily operations of a 2,300 State prison medical.

- Responsible for the direct administrative supervision of all Physicians, Psychiatrists, Specialty Physicians, and medical ancillary personnel.
- Responsible for all medical, pharmacy, office, and ancillary budget management.
- Responsible for the medical management of a co-ed prison boot camp.
- Responsible for the infirmary management of a juvenile state prison.
- Oversight of the Utilization Review process and on-site denial system.

Balanced Care Corporation/Outlook Pointe 3/1997 – 8/2002

Duties: *Administrator: Responsible for all daily operations of a licensed 66 bed personal care unit*

- Responsible for administering state guidelines for resident care.
- Manage and supervise the day-to-day operations.
- Developed an Administration training program with Penn State University
- Supervise six leadership positions, and four Administrative Assistants
- Provide staff development and oversight for thirty + employees.
- Prepare operating budgets for all departments and building operations.
- Provide liaison assistance with the State for health care services.
- Developed and trained staff on all state in-service requirements.

Regional Marketing/Sales Coordinator: Five communities within three states

- Developed and Implemented the quarterly Marketing and Sales plan.
- Administered the Operating Budgets related to the quarterly Sales goals.
- Negotiated contracts between the Site and the Medical Community.
- Direct Physician contact for education on Assisted Living and aging options.
- Responsible for troubleshooting Operational Deficiencies.
- Implemented a training program for all employees on Sales/Marketing techniques.

Centre HomeCare, Inc 12/1994 – 3/1997

Duties: *Director Of Operations/ Coordinator of Home Care Aides:*

- Responsible for all educational programming and “Healthy Beginnings Plus”
- Write, negotiate, and maintain all agency contracts.
- Responsible for operations in a \$3 million organization.

- Create and implement administrative policies and procedures.
- Develop communication systems in and outside of the agency.
- Prepare department budget, monitoring and cost control.
- Responsible for board and committee activities.
- Supervise thirty-two Home Care Aides, two Schedulers, one LPN.
- Evaluate, educate, assure and maintain proficiency standards for service delivery.
- Ensure proper management of patient medical plan of treatment.
- Provide and monitor case management for patient/family continuum of care.

Lutheran Services

10/1988 – 4/1992

Duties: *Director of Marketing and Admissions*

- Develop, implement, and oversee an operating budget of \$300,000.
- Facilitate all admissions into the facility as well as intra-facility transfers.
- Strengthen community resources to heighten education and communication.
- Work with the community on joint venture projects as a representative of Artman.
- Coordinate annual resident financial updates.
- Conduct employee, resident, and family orientation and education programs.

Program Director for Medical Alert Systems/Fiscal Coordinator

- Coordinate business development of new product service to level of 130 clients.
- Develop, implement, and oversee an operating budget of \$90,000.
- Create and maintain the billing system and accounting procedures for agency.
- Create and maintain operating policies and procedures.
- Collaborate in proposal and contract writing.
- Develop joint venture relationships, negotiate contracts and oversee operations.

Special Skills:

- Certified Auditor, American Correctional Association
- Active member of the Women’s Leadership Committee, Penn State University
- Developed On-line instructional courses, Penn State University
- Co-Instructor of Correctional Medicine course for Lock Haven University
- Excellent writing and verbal communication skills
- Past Member of Alumni Board of Director Mentoring Committee at Penn State University
- Guest lectures on several Penn State undergraduate classes
- Developed a State “Personal Care Home Administrator Training Course”
- Peer Contraceptive Education Counselor, Penn State University

References: Upon Request