

DEBORAH L. LEVAN

HISTORY AND SUMMARY OF QUALIFICATIONS

- ◆ A progressive leadership and management career in public health and social services administration.
- ◆ Sixteen years in-depth senior management experience in strategic planning and business development, government-relations, employee relations, team-building and organizational change management.
- ◆ Strong track record of consistently achieving program goals and objectives. Eleven years managing multiple contracts, grants and budgets.
- ◆ Highly motivated and detail-oriented professional with outstanding interpersonal and communication skills. Innovative thinker with good instincts, common sense, and the ability to be flexible in a changing environment.
- ◆ Excellent writing skills for proposals, reports and internal/external communications.
- ◆ Twenty plus years of public speaking experience; dynamic trainer and presenter.

PROFESSIONAL EXPERIENCE

Behavioral Health Services Inc., Gardena, CA

Divisional Director, Older Adult Services (7/98 – Present)

Member of senior management team, providing administrative leadership for all aging services and organizational change management. Actively involved in long-term strategic planning, public and private fundraising and program development; doubled funding of senior service programs. Instrumental in preparing the organization for *CARF* accreditation, which resulted in the highest possible 3-year accreditation. Responsible for hiring, training, coaching and evaluating professional and paraprofessional staff and volunteers in aging services; development and communication of policies and procedures; planning and implementing quality assurance and outcome evaluation studies; preparing and managing health/social services contracts and grants, subcontracts, budgets; and writing evaluation reports. Nominated and recognized as “Employee of the Year,” 1999.

Director, Medicine Education Program (8/93 – Present)

Provide administrative leadership of community prevention and health promotion program for seniors, including management of program activities, budget and personnel. Coordinated implementation of day-to-day program operations and administrative support. Development of annual work-plan with program goals, objectives, and process, outcome and impact evaluation studies.

Maxicare Health Plans, Inc., Los Angeles, CA

Health Education Coordinator (5/89 – 8/93)

Provided marketing and coordination of health promotion services to members and corporate clients. Developed and implemented a prenatal health education program and quarterly newsletter. Recognized as “Employee of the Quarter,” December 1991.

Health Educator (10/86 – 5/89)

Developed and presented health promotion classes, self-help materials and a relaxation audiotape. Coordinated member health education reimbursement program. Participated in community outreach through speaking engagements, health fairs, health provider networking functions, etc.

FUNDED GRANTS

County of Los Angeles, Community & Senior Services: Family Caregiver Support Program, \$45K, 2009

L.A. Care Community Benefits Program: *Promotores de salud Nutrition Project*, \$69K, 2009

County of Los Angeles, Community Development Commission, Housing Authority: Supportive Services for the Elderly and Persons with Disabilities, \$75K, 2008, \$45K 2009

The California Wellness Foundation: *Promotores de salud...* Project Expansion: \$300K, 2005; \$180K, 2009

Kaiser Permanente Foundation: *Promotores de salud para nuestra tercera edad* Project Expansion: \$25K, 2005

The California Wellness Foundation: *Promotores de salud para nuestra tercera edad* Project: \$90K, 2003

County of Los Angeles, Department of Community & Senior Services: Home Based Care Program: \$130K, 2003

County of Los Angeles, Department of Community & Senior Services: Integrated Care Management: \$106K, 2002

The California Endowment: *Promotores de salud para nuestra tercera edad* Project: \$326K, 2001

County of Los Angeles, Department of Community & Senior Services: Integrated Care Management: \$100K, 1999

County of Los Angeles, Department of Health Services: Medicine Education Program: \$150K, 1995; \$218K, 2000

COMMUNITY SERVICE & MEMBERSHIPS

California Department of Alcohol & Drug Programs, Sacramento, CA

Chair, Aging Constituents Committee (Appointed, 2002; Elected Chair, 2008) – Provide input to the Department/Director on alcohol and other drug issues among older adults across the State. Conduct meetings and attend Department Advisory Council meetings.

American Society on Aging, San Francisco, CA

Member and Workshop Presenter/Faculty: Current member of Health and Aging Network.

Rolling Hills United Methodist Church, Rolling Hills Estates, CA

Secretary, Staff Parish Relations Committee – Provide oversight of all church personnel; prepare meeting summary.

Volunteer Coordinator, Logos Program – Coordinate kitchen volunteers for weekly youth education program.

Sunday School Teacher – Served 12 years, teaching preschool and junior high youth.

EDUCATION

MPH Behavioral Science, Health Education – University of California, Los Angeles

BS Psychobiology – University of California, Los Angeles

TECHNICAL SKILLS

Microsoft Office Suite, including WORD, EXCEL, POWERPOINT, PUBLISHER, ACCESS and OUTLOOK.

References Available Upon Request