

Jennifer Shuler MNSc, RN, APRN, ACNP-BC, PMHNP-BC

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EDUCATION

University of Arkansas for Medical Sciences December 2010

Master of Nursing Science

Post Masters Certificate December 2023

Arkansas State University May 2005

Bachelor of Science in Nursing

LICENSURE

Advanced Practice Registered Nurse A003533

Registered Nurse R072729

CERTIFICATIONS

- Psychiatric Mental Health Nurse Practitioner, Board Certified, American Nurses Credentialing Center
- Acute Care Nurse Practitioner Board Certified, American Nurses Credentialing Center
- American Heart Association BLS, ACLS, PALS Instructor

WORK EXPERIENCE

Pulaski Heights Wellness Clinic February 2024-Present

Owner, Psychiatric Mental Health Nurse Practitioner

Arkansas Department of Human Services September 2023-Present

Assistant Director, Substance Use Prevention, Treatment and Recovery Services SSA, SOTA

Arkansas Department of Human Services December 2018-September 2023

Nurse Practitioner, State Opioid Treatment Authority

North Metro Medical Center February 2018-December 2018

Advanced Practice Registered Nurse, Hospitalist

Arkansas Spine and Pain June 2016-February 2018

Advanced Practice Registered Nurse

Baptist Health Neurology Outpatient Clinic

October 2015-June 2016

Advanced Practice Registered Nurse

UAMS Myeloma Institute

March 2015-October 2015

Advanced Practice Registered Nurse

UAMS General Internal Medicine

May 2014-March 2015

Advanced Practice Registered Nurse, Hospitalist

Arkansas Cardiology

October 2011-April 2014

Advanced Practice Registered Nurse

Arkansas Spine and Pain

April 2011-September 2011

Advanced Practice Registered Nurse

HONORS

AY Best Women in Healthcare, 2020, 2021, 2022

Arkansas Center for Nursing 40 Outstanding Nurse Leaders Under 40, 2021

Arkansas Department of Human Services Susan Burton Team Excellence Awards 2020
Innovation 1st and 2nd Quarter Winner; Procurement Pivots During Pandemic

Arkansas Department of Human Services Susan Burton Team Excellence Awards 2020
Innovation 1st and 2nd Quarter Winner; PPE Task Force

Arkansas Department of Human Services Susan Burton Team Excellence Awards 2021
Overall Winner, Shot in the Arm

Arkansas Department of Human Services Distinguished Service Award, November 2021

PUBLICATIONS

“The Arkansas Opioid Epidemic” Arkansas Nurse Practitioner Association Newsletter
Winter 2019

“Best Practices in Medication Assisted Treatment for Opioid Use Disorder” Healthcare
Journal of Arkansas March/April 2020

“Introduction to Medication Assisted Treatment for Opioid Use Disorder” ASBN Update
May 2022 Volume 26 Number 3

SOR IV Project Director

Position Description

1. Title of position
 - a. Assistant Director, Substance Use Prevention, Treatment, and Recovery Services
2. Description of duties and responsibilities
 - a. Services as assistant director for substance use prevention, treatment and recovery services in the Office of Substance Abuse and Mental Health. Assumes role of SSA. May cover role of SOTA. Will represent Arkansas at annual meetings as requested. Responsible for all aspects of grant management for substance use block grant, state opioid response grant, partnership for success grant, and any other federal grant as assigned. Responsible for contract management, vendor relationships, and coordination with finance and procurement departments. Assumes role of supervisor for treatment use director, prevention director, and recovery director.
3. Qualifications for position
 - a. Masters degree
4. Supervisory relationships
 - a. SU Treatment Director
 - b. SU Prevention Director
 - c. SU Recovery Director
5. Skills and knowledge required
 - a. Experience with grant management
 - b. Experience with SU treatment
6. Amount of travel and any other special conditions or requirements
 - a. Travel in and out of state
7. Salary range
 - a. \$89,368 to \$128,690
8. Hours per day or week
 - a. Monday-Friday, 8:00-4:30 pm, no weekends or holidays

Biographical Sketch for DHS Data Coordinator

1. Name of staff member: Amanda Vardaman
2. Educational background: school(s), location, dates attended, degrees earned (specify year), major field of study:
 - a. Arkansas High School, Benton, Arkansas, 10/2012 - 11/2012, High School Diploma (2012)
 - b. Bauxite High School, Bauxite, Arkansas, 8/2007 – 10/2012
3. Professional experience:
 - a. Grant Management - acquisition, administration, and reporting of grants to support an organization's initiatives, ensuring compliance and effective communication with donors
 - b. Communications – effectively conveyed an organization's mission, values, and initiatives to various stakeholders
 - c. Data analysis - utilized statistical techniques and analytical tools to interpret complex datasets, uncovered actionable insights, and informed strategic decision-making within the organization
 - d. Graphic design - translated concepts and ideas into visually appealing designs
 - e. Internal auditing - conducted thorough assessments of organizational processes and controls to ensure compliance with regulations
 - f. A/P and A/R - managed financial transactions, processed invoices and payments, and maintained accurate records to ensure timely payments from clients and vendors while managing outstanding receivables
 - g. Training - designed and delivered engaging learning programs and materials to develop employees' skills and knowledge
 - h. Legislative research - conducted thorough analyses of proposed bills, statutes, and regulations, providing valuable insights and recommendations to inform decision-making processes and ensure compliance with legal requirements
 - i. Recruitment and termination - oversaw the full lifecycle of employee onboarding, from sourcing and selecting candidates to managing exit processes, ensuring smooth transitions and compliance with company policies and legal regulations
 - j. Inventory - manage stock levels, track inventory movements, and optimize warehouse processes to ensure accurate and efficient handling of goods while maximizing profits
 - k. Scheduling - managed and optimized appointments, meetings, and resources to ensure efficient utilization of time and personnel, facilitating smooth operations and timely delivery of services
 - l. Documentation - created, organized, and maintained comprehensive records and manuals to ensure accurate and accessible documentation of processes, procedures, and policies

Attachment 5: Biographical Sketches and Position Descriptions
Arkansas DHS/OSAMH SOR IV Response to NOFO No. TI-24-008

- m. Program management - oversaw the planning, execution, and evaluation of multiple projects, ensuring alignment with organizational goals, efficient resource utilization, and timely delivery of outcomes to drive success and stakeholder satisfaction
- 4. Recent relevant publications: Not applicable

Position Description of DHS Data Coordinator

1. Title of position: DHS Data Coordinator
2. Description of duties and responsibilities: DHS Data Coordinator is responsible for the guarantee of all data reporting, collection, and analysis by State Opioid Response IV sub-grant awardees, including the certification of required follow-up assessments. DHS Data Coordinator is also responsible for a number of necessary maintenance provisions of data reporting platforms utilized by Arkansas Department of Human Services and Substance Abuse and Mental Health Services Administration. In addition to these core responsibilities, data coordinators often serve as the primary point of contact for resolving data-related discrepancies, whether it's identifying inconsistencies in datasets, troubleshooting technical issues with data systems, or reconciling discrepancies between different data sources. Additionally, Data Coordinator will maintain current program management of SOR sub-grant awardees, as well as other duties as assigned.
3. Qualifications for position: Must have a bachelor's degree or equivalent number of years of experience (5) in a related field, as well as proficiency in data management tools and computer literacy.
4. Supervisory relationships: Reports to Casey Copeland, Director of Peer Services, who report to Jennifer Shuler, Assistance Director of Substance Abuse and Mental Health and Project Director for SOR IV
5. Skills and knowledge required: Problem-solving abilities are crucial for identifying and addressing data discrepancies, while analytical skills help interpret data and generate insights. Excellent organizational skills enable data coordinators to prioritize tasks and meet deadlines, while adaptability and a willingness to learn ensure they stay abreast of evolving technologies and methodologies in the field.
6. Amount of travel and any other special conditions or requirements: Some travel required
7. Salary Range: \$40,340.00 - \$58,493.00 annually
8. Hours per day or week: Forty (40) hours of work per week, 100% level of effort

Kira Kennedy
OSAMH Substance Use Services Director

Education:

Radford University, Radford, VA, August 2006-May 2009, **Master of Social Work**
Utica College of Syracuse University, Utica, NY, August 1989-May 1993, **Bachelor of Arts;**
Major- Criminal Justice, Concentration – Justice Studies, Minor – Psychology

Licensure & Awards:

Licensed Certified Social Worker (LCSW), Arkansas Social Work Licensing Board, 7662-C
Licensed Alcoholism and Drug Abuse Counselor (LADAC), ASBEADAC, 398L
Master Addiction Counselor (MAC), NCC AP, 508470

Professional Experience:

Substance Use Services Director, Arkansas DHS Office of Substance Abuse and Mental Health (OSAMH), Little Rock, AR, February 2024 – Present

- * Manage grant funding for eight contracted treatment providers to monitor for compliance with federal grant awards, provision of evidence-based treatment services and timeliness of service delivery to Arkansans in need of substance use treatment.
- *Prepare budgets, monitor expenditures, and reconcile invoices.
- *Complete on-site visits to providers to ensure compliance.
- *Maintain a working knowledge of new substance use trends and treatment skills to be current on the State's needs focusing on underserved populations, unmet service needs and service gaps.
- *Aid in grant writing, grant reporting and grant reviews for the OSAMH unit as well as coordinate OSAMH activities with service providers within and outside the agency.
- *Provide presentations on agency programs and counsel with provider staff as needed.

Therapy Manager, CHI St. Vicent Addiction Recovery Program, Little Rock, AR, October 2020 – January 2024

- *Coordinated therapy services for a hospital-based substance use unit providing services to a 10-bed detox program, a 27-bed residential program and a 40-patient Intensive Outpatient Program.
- *Supervised 20 therapy team employees including social workers, therapists, peer support recovery specialists, recreational therapists, and utilization review.
- *Reviewed documentation on charts to monitor program compliance and service delivery.
- *Conducted daily multidisciplinary team meetings with medical staff, the psychiatrist and therapy staff to identify patients' needs and treatment plan progress.

Clinical Director/Counselor II, Bradford Health Services, Little Rock, AR, March 2016-October 2020

- * Supervised therapy staff providing Partial Hospitalization Program (PHP) services and Intensive Outpatient Program (IOP) services to patients with substance use disorders.
- * Provided in-services to staff to assure adherence to program regulations and generated monthly reports to review services as required by administration.
- * Performed group and individual therapy sessions in-person and via telehealth during the COVID pandemic.

Clinical Social Worker, Carilion NRV Medical Center, Christiansburg, VA, November 2006-October 2015

- * Independently managed, without on-site supervisory or co-worker support, all social work needs for acute care patients in a 130-bed medical facility on weekends.
- * Conducted needs assessments based on a biopsychosocial model and provided clinical services such as crisis intervention and bereavement support.
- * Worked collaboratively in a multidisciplinary team to develop treatment plans to provide for patients' physical, medical, and emotional needs upon discharge.

Intensive Outpatient Program (IOP) Counselor/Emergency Services and Assessment Clinician, New River Valley Community Services, Blacksburg, VA, January 2011-May 2015

- * Performed emergency assessments for individuals determined to be imminently suicidal, homicidal, or psychotic and developed individualized psychosocial interventions including involuntary hospitalization if warranted.
- * Co-facilitated 15-member Intensive Outpatient Program (IOP) groups for patients with substance use disorders.

Child and Family Services Review Analyst, Virginia Tech University Institute for Policy and Governance, Blacksburg, VA, December 2004 -October 2006

- * Coordinated professional reporting and follow up with over 16 local agencies of special services across Virginia to evaluate effectiveness of services for foster children and families in crisis.
- * Reviewed foster care and on-going child protective services cases to measure compliance with local, state, and federal regulations and provided written documentation of areas of strengths and areas in need of improvement.
- * Utilized review results in conducting needs assessments to encourage program development for local agencies and, on the state level, to improve the quality of services.

Senior Social Worker/Social Worker, Radford City/Montgomery County Department of Social Services, Radford, VA, February 1997– December 2004

- * Investigated adult and child protective cases for alleged abuse, neglect, and exploitation and provided intensive case management services to vulnerable adults and at-risk children.
- * Supported the readjustment process for children returning to their birth parents following foster care or residential placements through counseling and psychoeducational information.
- * Developed networking with outside agencies by conducting in-services and training programs.

SOR IV Project Coordinator

Position Description

1. Title of position
 - a. Substance Use Services Director
2. Description of duties and responsibilities
 - a. Services as substance use services director in the Office of Substance Abuse and Mental Health. Serves as back up for SSA and SOTA when needed. Will represent Arkansas at annual meetings as requested. Responsible for managing provider contracts related to grant management for substance use block grant, state opioid response grant, and any other federal grant as assigned. Responsible for vendor relationships, technical assistance with programs, and coordination with finance and procurement departments. Formulates long and short-term goals, plans and activities for successful program outcomes with providers. Monitors data collection and reviews results from providers to ensure services delivery effectiveness, compliance and services gaps. Performs administrative duties by reviewing and analyzing statistical data for compiling information and preparing reports. Supervises professional and administrative support staff. Performs other duties as assigned.
3. Qualifications for position
 - a. Master's degree
4. Supervisory relationships
 - a. Data Coordinator
 - b. Grant Manager
5. Skills and knowledge required
 - a. Knowledge of the principles and practices of organizational management. Experience of rehabilitation techniques and programs in the treatment of substance use disorders. Knowledge of state and federal laws, rules, and regulations governing the treatment of substance use disorders. Experience in the treatment of substance use disorders. Experience in grant management.
6. Amount of travel and any other special conditions or requirements
 - a. Travel in and out of state
7. Salary range
 - a. \$62,530.83 to \$90,668.86
8. Hours per day or week
 - a. Monday-Friday, 8:00-4:30 pm, no weekends or holidays