

Brianna Dufour

Leesburg, FL

Master's in Public Administration

Master's in Non-Profit Management

Master's in Social Work – not proof attached

Does not meet minimum Senior Level Management Experience

Experience in Medical Field

Experience in Social Work

Published on *City of Lake City, FL* (<https://www.lcfla.com>)

[Home](#) > [Application for General Employment](#) > [Webform results](#) > Application for General Employment

Submission information

Form: [Employment Application](#) [1]
Submitted by Visitor (not verified)
Thu, 01/11/2024 - 2:31pm
73.21.254.19

Today's Date Thu, 01/11/2024

Are you applying for a position within the Police Department? No

Which position are you applying for? City Manager

Are you over the age of 18? Yes

Are you eligible to work in the United States? Yes

Have you read the full job postings for the position in which you are applying? Yes

Are there any duties you are unable to perform? No

Are there any days or hours you are unable to work? No

Are you able to travel, if required? Yes

Expected Salary (annual): \$ 130,000

Have you ever been employed by the City of Lake City or Lake City Police Department? No

Do you have any relatives currently employed by the City of Lake City or Lake City Police Department? No

Why are you interested in working for the City of Lake City? I am currently seeking employment in the public sector. I have been a practicing social worker since 2018 (obtained my MSW in 2018), and recently graduated in August with my Master of Public Administration and Master of Nonprofit Management degrees from UCF.

I am interested in the City Manager position you currently have open.

I have grant experience from working with a variety of federal funding streams including CDBG, EF&SP and TANF. I also helped manage CRF funding on behalf of Lake County during COVID-19 and created RFPs for well-known nonprofits. I have program management and evaluation experience as well.

I am passionate about city management and wishing to start a long-term career with a city.

Applicant Information + Driver's History

Applicant Information

Full Name:
Brianna Dufour

Social Security Number**Current Address**
2008 Griffin Road**City, State Zipcode**
Leesburg, FL 34748**Home phone number**
(352) 619-6430**Cell phone number****Email address**
BDUFOURAP@GMAIL.COM**Driver's History****Can you operate a motor vehicle?** Yes**Do you possess a valid Florida driver's license?** Yes**Have you ever possessed a driver's license or CDL of any kind from any other state?** No**Have you ever had your driver's license SUSPENDED or REVOKED?** Yes**If YES, explain:** EXCESS POINTS**List all traffic citations and crashes in the last five (5) years:** I do not remember all citations but a traffic report would be able to identify these pieces of information. I have not had any tickets or accidents in at least 3 years.**Criminal History****Criminal History****Have you ever been convicted of, or pled guilty, no contest, or nolo contendere to a crime?**
No**Have you ever been a defendant in a civil action for intentional tort (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment)?** No**Have you ever been charged with a crime and either placed on court-ordered probation, had adjudication withheld, entered a pre-trial intervention program, or have any criminal charges pending now?** Yes**If you answered YES to any of the above, please fully explain below:**
adjudication withheld and expunged record**Education**

Education

Depending on the position sought, you may be required to provide a copy of your high school or college transcripts, degrees, and/or professional registration.

Do you currently have a high school diploma? Yes

High School Information

Name of School

North Marion High School

City and State

Citra FL

Date Graduated

06/2013

College or Technical School 1

Name of School

USF

City and State

Tampa FL

Years attended

4

Major

Social Work

Degree obtained

BSW and MSW

College or Technical School 2

Name of School

UCF

City and State

Orlando FL

Years attended

3

Major

Public Administration and Nonprofit Management

Degree obtained

MPA and MNM

Certificates or additional training completed:

Work History

Work History

Please give the complete name and address of all employers, including military employment. Please describe the major duties performed. A resume may be attached as a supplement; however, you must complete all information requested on the application. Begin with your most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment. Please contact HR if you need to add additional employers to your application.

Employer 1 (Current or most recent)

Name of Company

Centene / Sunshine Health

Street Address

FL

City, State, Zip

FL

Phone Number**Dates Employed**

2022-CURRENT

Supervisor's Name

Erik Perrson

Pay Rate

\$35.00

Brief Description of Duties

- Completing regular, routine telephonic outreaches and assessments with both members and their parents, improving member engagement by at least 30 percent.
- Collecting and managing private health data accurately and timely, resulting in perfect monthly audit scores and exceeding performance goals/expectations.
- Brokering resources to families based on presenting need to resolve relevant social determinants of health.
- Supporting members with finding in-network providers and specialists to treat a range of health care needs, preventing coordination of care complaints.
- Creating and updating plans of care, meeting the unique needs of individual members.
- Identifying/reporting risk management concerns, maintaining compliance and reducing waste.
- Coordinating services between members' Primary Care Physician (PCP), specialists, and other medical providers, leading to an overall reduction in unnecessary hospitalizations.
- Developing and hosting events, enhancing both staff and community engagement.

Reason for Leaving

pursuing career in public sector

Employer 2

Name of Company

Amedisys / Compassionate Care Hospice

Street Address**City, State, Zip**

The Villages

Phone Number

Dates Employed

5/2021 - 9/2023

Supervisor's Name

Linda Arredondo

Pay Rate

53k annual

Brief Description of Duties

- Attended interdisciplinary meetings and provided psychosocial feedback regarding patients and their families, contributing to an overall improvement in their psychosocial functioning.
- Completed documentation thoroughly and timely, ensuring the company's compliance with Medicare/Medicaid standards.
- Completed new admit visits, visits for actively transitioning patients, and routine subsequent visits, producing trusting relationships with customers and exceptional customer satisfaction.
- Initiated psychosocial plans of care for patients and their families, prioritizing and achieving specific health outcomes.
- Provided grief counseling and bereavement supports to patients and their families, resulting in higher scores from caregivers completing Medicare's CAHPS Survey.
- Secured alternative placements and respites for patients and their families, leading to a marked reduction in burnout symptoms among caregivers.
- Guided patients and families during the Medicaid application process, contributing to the safe and timely placement of patients in long-term care facilities.
- Brokered community-based resources available to patients in need, resolving relevant social determinants of health.

Reason for Leaving

pursuing career in public sector

Employer 3

Name of Company

United Way of Lake and Sumter Counties

Street Address**City, State, Zip**

Leesburg, FL

Phone Number**Dates Employed**

4/2020 - 5/2021

Supervisor's Name

Monica Wofford

Pay Rate

43k annual

Brief Description of Duties

Community Impact Director

- Attended community meetings, events, and groups/forums, increasing both community engagement and funded partnerships by 20 percent.
- Managed and monitored community grants, securing additional funding for internal programs.
- Collected, evaluated, and presented key data to United Way Worldwide, local funded partners, and regional/statewide stakeholders, fostering organizational accountability and transparency.
- Managed over \$3 million in Coronavirus Relief Fund (CRF) spending on behalf of Lake County, preventing eviction/homelessness for at least 1,500 Lake County residents/families.
- Supervised programmatic operations for all internal programs within the organization, improving the company's productivity, staff retention, and customer satisfaction.
- Supervised undergraduate/graduate-level interns, saving the organization time and resources.

Reason for Leaving

left due to poor pay

Neighborhood Survey

Please list three (3) of your closest neighbors where you now reside, preferably ones on each side of you and behind you. If for some reason this is not practical, such as you live in a rural area or don't have close neighbors, list the nearest ones and list and explanation below.

Neighbor 1

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 3

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Additional Comments

Personal References

Reference 1

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Business Address

Occupation

Business Phone

Reference 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Reference 3

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Business Address

Business Phone

Occupation

Veteran Information

Have you ever served in the Armed Forces?

No

FRS Information

Florida Retirement System (FRS) - Certification form

This form is not an offer of employment or an enrollment form. If hired, a Retirement Choice kit may be mailed to your home with enrollment instructions

Have you ever been a member of a State of Florida administered retirement plan?

No

Section I

I have never been a member of a State of Florida administered retirement plan

Signature (By typing your name here you are electronically signing this form.)

Brianna Dufour

Documents

Document upload

Please upload any documents here. Documents must be submitted as either .rtf, .doc, .docx, or .pdf items noted with a * are required.

Resume

resume2024_briannadufour.pdf [2]

High School Diploma

Driver's License

Birth Certificate

College Degrees/Transcripts

mnmdiploma_briannadufour.pdf [3]

Other Certificates

mpadiploma_briannadufour.pdf [4]

DD214

EEO

EEO Self-Identification Form

Federal Laws and regulations require that the City incorporate a procedure for obtaining information necessary to conduct an applicant flow and selection analysis to determine the number of persons protected under those laws and whether or not the present selection system has an adverse effect on any protected group.

****Completion of this form is strictly voluntary****

Do you wish to self identify?

No

Record Check

Record Check Authorization

Please Read Carefully Before Signing.

1. I HEREBY AUTHORIZE that all the facts and information on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

2. I HEREBY AUTHORIZE the City to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and educational records. I authorize the references, previous employers, and school or other education institution,

credit bureau, lending institution, consumer reporting agency or public agency listed to give the City all the facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE and save harmless the addressee, its officers, agents, servants or employees from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees of any kind and nature arising or growing out of or in any way connected with the disclosure of requested information.

3. If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or City medical examination or inquiry, including a drug screening test. If then employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the City or myself. I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment.

By typing your name here you are electronically signing that you fully understand and voluntarily agree with the above items.

Brianna Dufour

Today's Date

Thu, 01/11/2024

Certificate of Applicant

Certificate of Applicant

I hereby certify that all information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the City of Lake City or termination of employment with the City of Lake City. Inquiry as to past employment of any on the job performance may be conducted and all past and current employers will be contacted. I release the City of Lake City and any past or current employers and other individuals contacted from any liability for release of information regarding my employment.

Applications of municipalities are considered public documents according to Florida Statutes and are open to public inspection upon request. Applications will remain active until position applied for is filled.

By typing your name here you are electronically signing this application:

Brianna Dufour

Today's Date

Thu, 01/11/2024

Source URL: <https://www.lcfla.com/node/6533/submission/16850>

Links

[1] <https://www.lcfla.com/hr/webform/employment-application> [2]

https://www.lcfla.com/system/files/webform/resume2024_briannadufour.pdf [3]

https://www.lcfla.com/system/files/webform/mnmdiploma_briannadufour.pdf [4]

https://www.lcfla.com/system/files/webform/mpadiploma_briannadufour.pdf

Brianna Dufour, MSW, MPA, MNM

bdufour@mail.usf.edu
(352) 619-6430

Education:

Master of Public Administration, University of Central Florida **3.93 GPA**
Master of Nonprofit Management, University of Central Florida **3.93 GPA**
Master of Social Work, University of South Florida **3.94 GPA**

Core Competencies:

| | | |
|-------------------------|-----------------------------|-------------------------|
| Analytical Thinking | Public Service Perspective | Ethical Reasoning |
| Project/Team Management | Data Analysis/Program Eval. | Effective Communication |

Work Experience:

Sunshine Health / Centene Corporation - Leesburg, FL **7/2022 - Present**
Pediatric Care Manager

- Completing regular, routine telephonic outreaches and assessments with both members and their parents, improving member engagement by at least 30 percent.
- Collecting and managing private health data accurately and timely, resulting in perfect monthly audit scores and exceeding performance goals/expectations.
- Brokering resources to families based on presenting need to resolve relevant social determinants of health.
- Supporting members with finding in-network providers and specialists to treat a range of health care needs, preventing coordination of care complaints.
- Creating and updating plans of care, meeting the unique needs of individual members.
- Identifying/reporting risk management concerns, maintaining compliance and reducing waste.
- Coordinating services between members' Primary Care Physician (PCP), specialists, and other medical providers, leading to an overall reduction in unnecessary hospitalizations.
- Developing and hosting events, enhancing both staff and community engagement.

Compassionate Care Hospice - The Villages, FL **5/2021 - 9/2023**
Medical Hospice Social Worker

- Attended interdisciplinary meetings and provided psychosocial feedback regarding patients and their families, contributing to an overall improvement in their psychosocial functioning.
- Completed documentation thoroughly and timely, ensuring the company's compliance with Medicare/Medicaid standards.
- Completed new admit visits, visits for actively transitioning patients, and routine subsequent visits, producing trusting relationships with customers and exceptional customer satisfaction.
- Initiated psychosocial plans of care for patients and their families, prioritizing and achieving specific health outcomes.

- Provided grief counseling and bereavement supports to patients and their families, resulting in higher scores from caregivers completing Medicare's CAHPS Survey.
- Secured alternative placements and respites for patients and their families, leading to a marked reduction in burnout symptoms among caregivers.
- Guided patients and families during the Medicaid application process, contributing to the safe and timely placement of patients in long-term care facilities.
- Brokered community-based resources available to patients in need, resolving relevant social determinants of health.

United Way of Lake and Sumter Counties - Leesburg, FL

4/2020 - 5/2021

Community Impact Director

- Attended community meetings, events, and groups/forums, increasing both community engagement and funded partnerships by 20 percent.
- Managed and monitored community grants, securing additional funding for internal programs.
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- Supervised undergraduate/graduate-level interns, saving the organization time and resources.

Ocala Health and Rehabilitation Center - Ocala, FL

3/2019 – 4/2020

Social Services Assistant

- Completed regular, routine assessments with residents, improving customer engagement.
- Managed/resolved grievances, leading to a 15 percent decrease in AHCA complaints/reports.
- Facilitated plan of care meetings with residents and their family members, improving the company's overall coordination of care metrics.
- Developed and executed safe and timely discharge plans for residents, reducing rates of rehospitalization among residents served.

Internship Experience:

Master of Social Work (MSW) Student Intern

Supportive Therapy Empowering People - Brandon, FL

2/2018 - 6/2018

Sylvia Thomas Center - Brandon, FL

8/2017 - 1/2018

Sustainable Family Services - Saint Petersburg, FL

1/2017 - 5/2017

- Provided short-/long-term therapeutic services to approximately 50 individuals and families.
- Verified/processed insurance claims on behalf of the agency, increasing profit margins by at least 10 percent.
- Created necessary agency documents, improving data collection and management.
- Completed grant and funding proposals on behalf of the agency, securing additional funding for internal programs to ensure long-term viability and sustainability.

University of Central Florida

Upon the Nomination of the Faculty
has conferred upon

Brianna L. Dufour

the Degree of

Master of Nonprofit Management

with all the rights and privileges thereunto appertaining

Given under the Seal of the University of Central Florida at

Orlando in the State of Florida

this fourth day of August, in the year Two Thousand and Twenty-three

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UNIVERSITY OF
CENTRAL FLORIDA

Brian Boyd
University Registrar

Questions? Contact:
graddegr@ucf.edu

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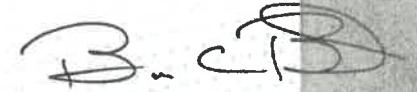
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