

Human Services Counseling

RELATED EXPERIENCE:

Group Home Manager/Unit Manager (November 1999 - present)

Alternative Behavioral Services, Portsmouth, Virginia-Community based group home for male sexual offenders.

- Developed and currently manage independent living skills program for 8 male adolescents, ages 14-17.
- Provide direct supervision and training for 15 counselors.
- Established and currently maintain relationship with 2 public school systems, (Norfolk and Portsmouth).
- Developed and maintain rapport with 6 social service agencies.
- Provide training in Management of Aggressive Behavior to all new employees monthly and current employees annually.

Complex Manager (April 1997 - November 1999)

Alternative Behavioral Services, Portsmouth, Virginia - Residential behavioral studies Program for sexual offenders.

- Managed 5 residential units of 60 male adolescents ages 15-22.
- Supervised, trained and scheduled 75 residential counselors, including interns.
- Provided annual training in behavior management for counselors.
- Managed annual and monthly financial and staffing budget.
- Recruited and interviewed prospective employees monthly.
- Generated internal investigations, quarterly program reports.

Associate Program Manager - BSP Program, (March 1996-April 1997)

- Provided overall leadership and management of clinical programs, ensuring census management, compliance with financial and staffing budgets.
- Ensured 24 hour staff coverage for nine units, including supervision for over 100 employees, along with recruitment, hiring and training.
- Worked in collaboration with the Clinical Coordinators developing and maintaining program philosophy and goals.
- Ensured compliance with JCAHO, CORE and other licensing standards.
- Generated Internal Investigations, Quarterly Program and Performance Improvement Reports along with other pertinent data.
- In collaboration with the Clinical Coordinator developed a program for lower intellectual functioning sexual offenders.

Resident Care Coordinator - BSP (Sept. 1995 - March 1996)

- Supervised Senior Residential Counselors, Assistant Senior Residential Counselors and Residential Counselors.
- Ensured 24 hour staffing coverage for nine units.
- Worked In collaboration with the Program Manager to ensure units complied with facility policies.

- Ensured compliance with ICAHO and CORE standards.
- Facilitated in-service and training to residential staff.

Program Manager – Arizona/Pya Program (April 1994 – Sept. 1995)

The Arizona Program is a program for reactive, impulsive and aggressive adolescents. The PYA program is a program for young adults In need of independent living skills.

- Provided overall leadership and management of clinical programs, ensuring consensus management, compliance with financial and staffing budgets. Worked in collaboration with Clinical director developing and maintaining program philosophy and goals.
- Ensured 24 hour staff coverage for five units including supervision for over 100 employees along with recruitment, hiring, and training.
- Ensured compliance with JCAHO, CORE, OSHA and other licensing standards, generating reports as necessary.

Resident Care Coordinator – Arizona/PYA (May 1993-April 1994)

- Supervised Senior Residential Counselors, Assistant Senior Residential Counselors and Residential Counselors.
- Ensured 24 hour staff coverage for five units.
- Worked In collaboration with Program Manager to ensure units were in compliance with facility policies.
- Ensured compliance with JCAHO and CORE standards.
- Facilitated in-service and training to unit staff.

Senior Residential Counselor Arizona/PYA (April1990 – May 1993)

- Supervised Assistant Senior Residential Counselor, Residential Counselors I and II.
- Supervised unit, ensuring compliance with facility guidelines.
- Developed an independent living skills program including helping the residents secure on- and off-campus jobs.
- Facilitated specialty groups.
- Served as a positive role model for the residents.

Residential Counselor - Arizona/PYA (July 1990)

- Served as a positive role model for residents to observe and learn socially effective values, attitudes, and behaviors.
- Monitored residents in their daily routines, communities and groups.
- Provided documentation in the clinical chart.

Further Education/Workshops

Attended seminars, in-services and workshops for the past ten years on the following topics:

- Management of Aggressive Behavior
- De-escalation Techniques, Communication and Teamwork
- Documentation
- Human Rights
- Child and Adolescent Development
- Behavior Modification
- JCAHO, CORE, OSHA Standards

- Performance Improvement
- Policies and Procedures
- Dually Diagnosed MR/Sexual Offenders
- Psychiatrically Impaired Clientele
- Certified Nonviolent Crisis Intervention Instructor
- CPR Certified