

Social Work /Counseling/ Master's Sample

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SUMMARY OF QUALIFICATIONS

- Results-focused leader with outstanding experience spearheading the clinical, fiscal, and quality management of numerous social service programs and contracts
- Significant background and expertise in programs for children and families, emotionally disturbed youth, and substance abuse
- Adept at writing and managing grant proposals, supervising staff, gathering and analyzing data, and implementing improved procedures
- Proven leadership ability in existing structures, program development, education and advocacy, and community building activities

EDUCATION

Master of Social Work

May 20XX

Graduate Certificate in Non Profit Management

March 20XX

Colorado State University, Fort Collins, Colorado

Bachelor of Arts in Psychology

May 20XX

Colorado State University

GPA: 3.25

PROFESSIONAL EXPERIENCE

Family Networks Director

January 20XX - Present

ABC Social Services, Highland, Missouri

- Oversaw clinical, fiscal, and quality management of multimillion dollar network of purchased services for Missouri Department of Social Services North Central Area Office (Intensive Foster Care, Congregate Care, and Support and Stabilization home and community-based contracts)
- Managed Network referral and utilization for families located in a 13-town geographic area, utilizing 40+ contracted providers offering an array of 75+ contracted services
- Promoted Family Networks vision internally and externally to facilitate systemic and ground level practice change
- Certified as Child Adolescent Needs and Strengths (CANS) Administrator and Trainer

Director of Operations

September 20XX – January 20XX

Harry S. Truman Community Center, Worcester, MA

- Delivered full administrative oversight for two adolescent crisis stabilization homes and outpatient substance abuse clinic
- Supervised eight management/support staff, nine clinicians, and staff of 60+ at three sites
- Implemented new policy/procedures related to COA initial accreditation
- Collected and analyzed data and prepared relevant reports

Program Director

May 20XX – September 20XX

Medi-Family Healthcare, Kirksville, MO

- Oversaw administration of five adolescent substance abuse treatment/general mental health programs, including two residential group homes and two outpatient clinics with multimillion dollar combined budgets
- Supervised seven-member management team and staff of 55 at four sites
- Promoted and marketed programs and agency via community education activities and various coalition and board memberships
- Facilitated growth of site from one to five programs in less than three years
- Managed grant writing and fundraising/development activities, including experience with federal, state, and private foundation grants and cultivation of support through local civic groups and private businesses

Children Services Consultant

February 20XX – March 20XX

Mental Health Institute, Pacific, MO

- Administered 503 Project/Partnership With Families Programs (System of Care/Wrap Around Philosophy) across four county area/ Initiated program improvement and policy revision processes
- Supervised eight 503 Project/Partnership With Families Care Coordinators and six Family Assistants
- Participated in program development and implementation of new collaborative federal System of Care grant
- Served as Communications Committee Chair and on 503 Project Board of Directors (ex-officio consultant)

Project Care Coordinator

April 20XX – February 20XX

Mental Health Institute, Lee's Summit, MO

- Provided intensive in-home case management services to seriously emotionally disturbed youth
- Completed assessments and developed individualized treatment plans
- Actively linked youth and their families with available community resources using the Wrap Around Philosophy
- Monitored progress and coordinated with other agencies to ensure continuity of care

Transitional Living Program Supervisor

February 20XX – October 20XX

Medi-Family Healthcare, Kirksville, MO

- Managed Adolescent Transitional Living Scattered Sites component and Adult Supported Housing Program
- Supervised eight Transitional Living and Adult Substance Abuse program community support workers
- Developed policies and programming / facilitated licensure for new transitional living group home
- Coordinated clinical services for adult Comprehensive Substance Abuse Treatment and Rehabilitation Program

Community Support Worker

December 20XX – January 20XX

Medi-Family Healthcare, Kirksville, MO

- Provided community support and crisis intervention services to adult substance abuse clients
- Educated clients on independent living skills, parenting, and job skills / provided links to community resources

Preservation Specialist

March 20XX – February 20XX

Aging Concern Forum, Paducah, KY

- Provided intensive home-based services utilizing the Homebuilders model to prevent out-of-home placement of children
- Conducted individual and family counseling sessions

Health Educator

May 20XX – March 20XX

Hudelson Baptist Children's Home, Centralia, IL

- Supervised youth and taught social skills to enhance children's interpersonal communications
- Organized recreational outings to expose children to community
- Certified in Family Teaching Model

COMMUNITY INVOLVEMENT

Anytown Community Connections Steering Committee

March 20XX - Present

Southwest Elementary School Council Virginia Department of Social Services Statewide Policy and Practice Committee

Bi-State Non Profit Network || National Lead Agency Directors Committee Chair

St. Peters County System of Care Board (Vice President)

February 20XX – April 20XX

Franklin County System of Care Board (Vice President)

Jefferson County Children, Family, and Mental Health Board of Trustees (ex-officio consultant)

Community Networking Forum Planning Committee || Gateway Substance Abuse and Mental Health Consortium || Healthy Communities of Lincoln County Steering Committee || Putting Kids First Campaign Steering Committee || St. Peters County Suicide Prevention Task Force || Society for Social Work Leaders in Healthcare || St. Peters County Alcohol, Tobacco, and Other Drugs Task Force

Child and Adolescent Service System Project (CASSP) Teams

December 20XX – February 20XX

Lincoln County Psychiatric Diversion Committee