

JANE SMITH

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ALCOHOL & DRUG ABUSE TREATMENT COUNSELOR

Adult Treatment/Individual, Family & Group Counseling/Recovery Support

Inpatient, Residential & Outpatient Services

PROFESSIONAL PROFILE

A compassionate and solutions-oriented Chemical Dependency Counselor with a personal knowledge of the 12-Step Program and recovery lifecycle, dedicated to providing exceptional care and implementing effective treatment plans for adults afflicted with the disease of addiction. Demonstrated track record of success working with diverse client populations in one-on-one and group settings and superior leadership skills proven in successful group facilitation. Effective motivator, communicator, and advocate with inherent ability to establish rapport and develop trust quickly, relate to individuals on all levels, manage all types of personalities, and diffuse stressful situations. A team player consistently recognized for capacity to build and maintain solid relationships with co-workers and clients and interact effectively with all levels of support staff and management including local, state, and federal agencies. Exceptional interpersonal, organizational, analytical, and assessment skills. Strong written and oral aptitude including the ability to document clear and precise progress notes. Microsoft Office, ASAM PPC-2R, and DSM-IV proficient. Four (4) years clean and sober.

CORE COMPETENCIES

- *Addictions Counseling*
- *Continue Care Planning*
- *Case/Records Management*
- *Therapeutic Intervention*
- *Group Facilitation*
- *Crisis Intervention*
- *Family Education*
- *Individual/Group Counseling*
- *Documentation/Reporting*
- *Case Presentation*
- *Drug/Alcohol Abuse Treatment*
- *Client Assessment/Evaluation*
- *Document Research/Review*
- *Treatment/Aftercare Planning*
- *Relapse Prevention*

DESIGNATIONS

Alcohol and Drug Counselor Certification; Exam Scheduled: September 2011

PROFESSIONAL DEVELOPMENT/ADVANCED TRAINING

- 270 Contact Hours of Education and Instruction in AODA Counseling Including HIV/AIDS & Ethics Training
- Denial Management • Ethics for Chemical Dependency Counselors • Group & Individual Counseling Skills

INDUSTRY-SPECIFIC EXPERIENCE

Treatment Counselor
ABC Services

Any Town, USA

Aug. 2010 - May 2011

INTERNSHIP

ABC Treatment Center (Accredited Facility), Any Town, USA

Specialty: Chemical Dependency Counseling

3000+ Hours of Supervised, Paid Training Working With Patients Completed: June 2010

KEY QUALIFICATIONS/ HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Experienced individual, group, and family chemical dependency counselor with three (3) years of paid experience as well as a personal, in-depth knowledge of sobriety and the recovery process.
- Gifted in client assessment/evaluation and development, presentation, and implementation of effective treatment plans; performed individual psychotherapy.
- Managed a high volume of caseloads (up to eighty four (84) patients at one time); offered a combination of referral links, individual and family support, group counseling, and case management services to assist client's successful engagement in treatment, the family's ability to support the client's continued treatment involvement, and the client's long-term successful recovery from substance abuse.
- Facilitated large and small group sessions, with up to forty seven (47) patients; group facilitation experience included a Women's Support Group, Relapse and Advanced Relapse Prevention Working Groups, Process Group, and Stimulant Recovery Education Group.
- Started and facilitated a closed group of fourteen (14) long-term patients.

KEY QUALIFICATIONS/ HIGHLIGHTS OF PROFESSIONAL EXPERIENCE (CONTINUED)

- Performed as the Case Manager for all patients involved in the START and STOP Court system in ABC county; coordinated treatment with Court treatment team and provided courts with weekly treatment status reports and UA results and recommendations.
- Served as the primary liaison between the substance abuse treatment team and the Child Welfare, Court staff, Outreach Workers, etc.
- Documented all cases; generated case and progress notes and provided treatment planning for all patients; turned around paperwork within twenty four (24) hours.
- Collaborated with Department of Social Service, Department of Human Services, Child Welfare, Employee Assistance Program, and Criminal Justice System officials regularly.
- Referred clients to housing agencies and local shelters; provided recommendations to job readiness/assistance programs.
- Prepared complex clinical reports; handled intake assessments, and presented cases.
- Identified and resolved personal and environmental problems/concerns which threatened family functioning and jeopardized family units.
- Provided crisis intervention, long-range counseling, and aftercare planning to individuals and groups.
- In-depth knowledge of Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and Alateen as well as a variety of other support groups and local resources.

ADDITIONAL WORK EXPERIENCE

ABC Company <i>Office Manager</i>	Any Town, USA	Jun. 2008 - Jun. 2009
ABC Company <i>Nail Technician</i>	Any Town, USA	Jun. 2007 - Jun. 2008
ABC Company <i>Nail Technician (Independent Contractor)</i>	Any Town, USA	Oct. 2006 - Jun. 2007
ABC Company <i>Staffing Consultant/In-House Temp</i>	Any Town, USA	Aug. 2005 - Apr. 2006
ABC Company <i>Office Manager/Account Executive</i>	Any Town, USA	Aug. 2003 - Jan. 2005

EDUCATION

Coursework Completed Toward an Associates Degree in Criminal Justice
Central Oregon Community College, Bend Oregon

VOLUNTEERISM

- Speaker (Sobriety and Recovery), Local Drug & Alcohol Treatment Centers Throughout Any Town, USA
 - Classroom Aid, ABC Elementary and ABC Middle School, Any Town, USA
 - Coach/Team Parent/Volunteer, ABC Soccer Club
 - Provide Various Support Roles in Many Local Shelters as a Volunteer

References and Supporting Documentation Furnished Upon Request