Office of State Courts Administrator
P.O. Box 104480
2112 Industrial Drive
Jefferson City, Missouri 65110- 4480

AMENDMENT 001
RFP NO. OSCA 14-042
TITLE: Specialized Treatment Provider for Treatment Court
ISSUE DATE: March 5, 2014

CONTACT: Russell Rottmann
PHONE NO.: (573)522-6766
E-MAIL: osca.contracts@courts.mo.gov

RETURN PROPOSALS NO LATER THAN: MARCH 17, 2014

MAILING INSTRUCTIONS: Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package.

RETURN PROPOSAL TO:

(U.S. Mail)
Office of State Courts Administrator
Attn: Contract Unit
PO Box 104480
Jefferson City Mo 65110 - 4480

or

(Courier Service)
Office of State Courts Administrator
Attn: Contract Unit
2112 Industrial Dr
Jefferson City Mo 65109

CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2015

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:

VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal. The vendor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order or when this RFP is countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the vendor and the Office of State Courts Administrator.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE Matt Strate	DATE March 14, 2014
PRINTED NAME Matt Strate	TITLE Chief Financial Officer
COMPANY NAME Preferred Family Healthcare, Inc.	
MAILING ADDRESS 900 E. LaHarpe, P.O. Box 767	
CITY, STATE, ZIP Kirksville, MO 63501	
E-MAIL ADDRESS MStrate@pfh.org	FEDERAL EMPLOYER ID NO. 43-1236557
PHONE NO. 314-584-1010	FAX NO. 314-584-1008

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: AS SUBMITTED		
CONTRACT NO. OSCA 14-042-29	CONTRACT PERIOD July 1, 2014 through June 30, 2015	
CONTRACTS COORDINATOR Herbert L Connell	DATE 4-22-2014	DEPUTY STATE COURTS ADMINISTRATOR

Preferred
Family Healthcare
1714 Deer Tracks Trail, Suite 225 Town and Country, MO 63131
Phone: 314-584-1010 Fax: 314-584-1008

May 14, 2014

Office of State Courts Administrator
Attn: Contract Unit, Mr. Russell Rottmann
P.O. Box 104480
Jefferson City, MO 65110-4480

RE: OSCA 14-042 Specialized Treatment Provider for Treatment Court

Dear Mr. Rottmann:

Enclosed, please find an original and two copies of Preferred Family Healthcare's (PFH's) 2014 application for the Office of State Courts Administrator Specialized Treatment Provider for Treatment Court proposal. Also enclosed, please find one electronic copy of same.

As you will see, PFH has thoroughly described its experience and reliability in the provision of services to treatment courts, as well as a rich history of collaboration with Missouri's treatment court programs. We believe our agency is the clear choice to serve the following jurisdictions (with services provided to both males and females):

Judicial Circuit 1: Clark – Driving While Intoxicated (DWI), Adult, Veterans, Juvenile
Judicial Circuit 2: Adair, Knox, Lewis – DWI, Adult, Veterans, Juvenile
Judicial Circuit 3: Grundy, Harrison, Mercer, Putnam – DWI, Adult, Veterans, Juvenile
Judicial Circuit 5: Buchanan – Juvenile
Judicial Circuit 7: Clay – DWI, Adult, Veterans, Juvenile
Judicial Circuit 9: Chariton, Linn, Sullivan – DWI, Adult, Veterans, Juvenile
Judicial Circuit 10: Marion, Ralls – DWI, Adult, Veterans, Juvenile
Judicial Circuit 11: St. Charles – DWI, Juvenile
Judicial Circuit 13: Boone – Juvenile
Judicial Circuit 14: Randolph – DWI, Adult, Veterans, Juvenile
Judicial Circuit 16: Jackson – Juvenile
Judicial Circuit 19: Cole – DWI, Adult, Veterans, Juvenile
Judicial Circuit 20: Franklin – Juvenile
Judicial Circuit 21: St. Louis – DWI, Adult, Veterans, Juvenile
Judicial Circuit 22: St. Louis City – DWI, Adult, Veterans, Juvenile
Judicial Circuit 29: Jasper – Juvenile
Judicial Circuit 40: Newton – Juvenile
Judicial Circuit 41: Macon – DWI, Adult, Veterans, Juvenile

Judicial Circuit 43: Livingston – DWI, Adult, Veterans, Juvenile
Judicial Circuit 45: Lincoln, Pike – DWI, Adult, Veterans, Juvenile
All Circuits: Virtual Counseling Services – DWI, Adult, Veterans, Juvenile

Should you have any questions about this proposal, or if you require additional information, please do not hesitate to contact Sara Monks, our Senior Grants Writer, at smonks@pfh.org or 314-584-1010. We thank you for your consideration and look forward to hearing from you.

Sincerely,

Matt Strate
Chief Financial Officer

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Office of State Courts Administrator
P.O. Box 104480
2112 Industrial Drive
Jefferson City, Missouri 65110- 4480

RFP NO. OSCA 14-042
TITLE: Specialized Treatment Provider for Treatment Court
ISSUE DATE: February 24, 2014

CONTACT: Russell Rottmann
PHONE NO.: (573)522-6766
E-MAIL: osca.contracts@courts.mo.gov

RETURN PROPOSALS NO LATER THAN: MARCH 17, 2014

MAILING INSTRUCTIONS: Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package.

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Office of State Courts Administrator
Attn: Contract Unit
PO Box 104480
Jefferson City Mo 65110 - 4480

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2112 Industrial Dr
Jefferson City Mo 65109

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SIGNATURE REQUIRED

AUTHORIZED SIGNATURE	DATE March 14, 2014
PRINTED NAME Matt Strate	TITLE Chief Financial Officer
COMPANY NAME Preferred Family Healthcare, Inc.	
MAILING ADDRESS 900 E. LaHarpe, P.O. Box 767	
CITY, STATE, ZIP Kirksville, MO 63501	
E-MAIL ADDRESS MStrate@pfh.org	FEDERAL EMPLOYER ID NO. 43-1236557
PHONE NO. 314-584-1010	FAX NO. 314-584-1008

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.	CONTRACT PERIOD	
CONTRACTS COORDINATOR	DATE	DEPUTY STATE COURTS ADMINISTRATOR

Office of State Courts Administrator
P.O. Box 104480
2112 Industrial Drive
Jefferson City, Missouri 65110- 4480

AMENDMENT 001
RFP NO. OSCA 14-042
TITLE: Specialized Treatment Provider for Treatment Court
ISSUE DATE: March 5, 2014

CONTACT: Russell Rottmann

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CONTRACTS COORDINATOR	DATE	DEPUTY STATE COURTS ADMINISTRATOR

PRICING PAGE

The vendor must provide firm, fixed prices for the services identified below. Should a contract award be made based upon the vendor's proposal, the prices stated herein shall be legally binding for the entire contract period.

Service Description	Vendor Firm, Fixed Unit Price	Unit of Service
Assessment	$134.79	Per assessment
Assessment option (Multi-axial)	$351.49	Per assessment
Assessment update	$115.69	Per assessment
Case Management/Community Support	$11.31	Per ¼ hour
Communicable Disease Assessment/Education/Testing		Per ¼ hour
Day Treatment	$60.04	Per day
Detoxification (Social Setting)	$93.69	Per day
Detoxification (Modified Medical)	$395.48	Per day
Early Intervention (Intake)	$134.79	Per ¼ hour
Early Intervention (Group Education)	$2.63	Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)	$13.60	Per ¼ hour
Extended Day Treatment	$18.86	Per day
Family Conference	$13.60	Per ¼ hour
Family Therapy	$17.60	Per ¼ hour
Group Counseling (Associate SA Counselor)	$5.10	Per ¼ hour
Group Counseling (QSAP)	$5.61	Per ¼ hour
Group Counseling (Collateral relationship)	$3.07	Per ¼ hour
Group Education	$2.63	Per ¼ hour
Group Education (Trauma Related)	$3.07	Per ¼ hour
Individual Counseling	$13.60	Per ¼ hour
Individual Counseling (Collateral Relationship)	$16.69	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	$20.96	Per ¼ hour
Individual Counseling (Trauma Related)	$17.60	Per ¼ hour
Medication Services	$51.96	Per ¼ hour

Medication: [Medication Assisted Treatment (MAT)]	$840.00 (Vivitrol)	Per prescription
Missouri Recovery Support Specialist (MRSS)	$11.31	Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)	$11.31	Per ¼ hour
Relapse Prevention Counseling	$13.60	Per ¼ hour
Residential Support	$16.85	Per day
Treatment Court Day	$11.31	Per ¼ hour
Virtual Counseling (Group)	$5.61	Per ¼ hour
Virtual Counseling (Individual)	$13.60	Per ¼ hour
Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	$10.20	Per test
Sample Collection with 1-panel on-site provided by vendor	$2.55	Per test
Sample Collection with 2-panel on-site provided by vendor	$5.10	Per test
Sample Collection with 3-panel on-site provided by vendor	$7.65	Per test
Sample Collection with 4-panel on-site provided by vendor	$10.20	Per test
Sample Collection with 5-panel on-site provided by vendor	$12.75	Per test
Sample Collection with 6-panel on-site provided by vendor	$15.30	Per test
Sample Collection with 7-panel on-site provided by vendor	$15.30	Per test
Sample Collection with 8-panel on-site provided by vendor	$15.30	Per test
Sample Collection with 9-panel on-site provided by vendor	$15.30	Per test
Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)	$5.10	Per test
Drug Testing: Breathalyzer (Equipment provided by vendor)	$10.20	Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)	$5.10	Per test

Evidence Based Program and Practice curriculum being utilized: PFH may use any one, or a combination of evidence-based programs/practices to best serve a consumer. Most consumers will find value in our use of Moral Reconation Therapy (MRT), Motivational Interviewing (MI), Motivational Enhancement Therapy (MET), Cognitive Behavioral Treatment (CBT), Relapse Prevention Therapy (RPT), Medication Assisted Treatment (MAT), as well as Brief Therapy, Trauma-Focused Cognitive Behavioral Therapy, 12 Step Facilitation Therapy, and Network Therapy.

Which Cognitive Behavioral intervention staff is qualified to deliver: All counselors that will serve treatment court consumers are trained in MRT, MI, CBT, the 12 Steps, and Dialectical Behavior Therapy (DBT). Counselors will be trained in any intervention utilized.

Please indicate if Medication Assisted Treatment (MAT) is provided. If you do not provide MAT, how and with whom MAT services are arranged and how all services are coordinated. PFH proposed to provide MAT

services to treatment court participants. MAT services are available at most PFH treatment sites in Missouri; however, if MAT is not available at a particular (smaller) site, the consumer would be able to travel to a larger site to gain access. PFH will make every effort to accommodate all consumers who are eligible and interested in MAT.

Below is a list of the Judicial Circuits and Counties in the State of Missouri. Check either the applicable counties or the entire Judicial Circuit(s) that your agency shall provide services. Check the appropriate level of service and the applicable gender that shall be provided: DWI, Adult, Veterans, Family and Juvenile.

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
1	Clark	X	X		X	X	X	X
1	Schuyler							
1	Scotland							
2	Adair	X	X		X	X	X	X
2	Knox	X	X		X	X	X	X
2	Lewis	X	X		X	X	X	X
3	Grundy	X	X		X	X	X	X
3	Harrison	X	X		X	X	X	X
3	Mercer	X	X		X	X	X	X
3	Putnam	X	X		X	X	X	X
4	Atchison							
4	Gentry							
4	Holt							
4	Nodaway							
4	Worth							
5	Andrew							
5	Buchanan					X	X	X
6	Platte							
7	Clay	X	X		X	X	X	X
8	Carroll							
8	Ray							
9	Chariton	X	X		X	X	X	X
9	Linn	X	X		X	X	X	X
9	Sullivan	X	X		X	X	X	X
10	Marion	X	X		X	X	X	X
10	Monroe							
10	Ralls	X	X		X	X	X	X
11	St. Charles	X	X			X	X	X
12	Audrain							
12	Montgomery							
12	Warren							

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
13	Boone					X	X	X
13	Callaway							
14	Howard							
14	Randolph	X	X		X	X	X	X
15	Lafayette							
15	Saline							
16	Jackson					X	X	X
17	Cass							
17	Johnson							
18	Cooper							
18	Pettis							
19	Cole	X	X		X	X	X	X
20	Franklin					X	X	X
20	Gasconade							
20	Osage							
21	St. Louis	X	X		X	X	X	X
22	St. Louis City	X	X		X	X	X	X
23	Jefferson							
24	Madison							
24	St. Francois							
24	Ste. Genevieve							
24	Washington							
25	Maries							
25	Phelps							
25	Pulaski							
25	Texas							
26	Camden							
26	Laclede							
26	Miller							

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
26	Moniteau							
26	Morgan							
27	Bates							
27	Henry							
27	St. Clair							
28	Barton							
28	Cedar							
28	Dade							
28	Vernon							
29	Jasper					X	X	X
30	Benton							
30	Dallas							
30	Hickory							
30	Polk							
30	Webster							
31	Greene							
32	Bollinger							
32	Cape Girardeau							
32	Perry							
33	Mississippi							
33	Scott							
34	New Madrid							
34	Pemiscot							
35	Dunklin							
35	Stoddard							
36	Butler							
36	Ripley							
37	Carter							
37	Howell							
37	Oregon							
37	Shannon							

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
38	Taney							
38	Christian							
39	Barry							
39	Lawrence							
39	Stone							
40	McDonald							
40	Newton					X	X	X
41	Macon	X	X		X	X	X	X
41	Shelby							
42	Crawford							
42	Dent							
42	Iron							
42	Reynolds							
42	Wayne							
43	Caldwell							
43	Clinton							
43	Daviess							
43	DeKalb							
43	Livingston	X	X		X	X	X	X
44	Douglas							
44	Ozark							
44	Wright							
45	Lincoln	X	X		X	X	X	X
45	Pike	X	X		X	X	X	X
All Circuits	**Virtual Counseling**	X	X		X	X	X	X

Renewal Options

As outlined in the Request for Proposal (RFP) OSCA 14-042, Preferred Family Healthcare, Inc. (PFH) understands that the Office of State Courts Administrator has the sole option to renew the contract herein in one (1) year increments or any portion thereof for a maximum total of five (5) additional years. Furthermore, prices for the renewal period shall be requested no later than 90 days prior the effective renewal.

EXHIBIT A

PRIOR EXPERIENCE

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Preferred Family Healthcare, Inc.	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Clark County Missouri (1st Judicial Circuit), Drug Court
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	111 East Court Street, Kahoka, MO 63445
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Mr. Rick Roberts, Associate Circuit Judge 660 465-7012 Rick.Roberts@courts.mo.gov
Dates of Prior Services:	2002 to present
Dollar Value of Prior Services:	Current year: Traditional Drug Court Services $20,000 Virtual Counseling Services approximately $10,000
Description of Prior Services Performed:	Traditional and Virtual Counseling services/treatment for substance use disorders for participants in the Clark County Drug Court.

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:

Signature of Reference Contact Person — *Date of Signature*

EXHIBIT A

PRIOR EXPERIENCE

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Preferred Family Healthcare, Inc.	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri 22nd Judicial Circuit
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	1114 Market Street, Room 526, St. Louis, MO 63101
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	M. Keithley Williams, Drug Court Administrator 314-589-6702 Keithley.Williams@courts.mo.gov
Dates of Prior Services:	2002 – Present
Dollar Value of Prior Services:	Current year $150,000.00
Description of Prior Services Performed:	Drug court assessments and the provision of treatment for drug court clients.

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:

M. Keithley Williams — *Signature of Reference Contact Person*

3-5-2014 — *Date of Signature*

EXHIBIT A

PRIOR EXPERIENCE

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Preferred Family Healthcare, Inc.	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Mental Health, Division of Behavioral Health
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	1706 East Elm, P.O. Box 687, Jefferson City, MO 65102
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Mr. Mark Stringer, Director 573-751-9499 mark.stringer@dmh.mo.gov
Dates of Prior Services:	1979 – Present
Dollar Value of Prior Services:	Current year $28,900,000.00
Description of Prior Services Performed:	Outpatient individual and group supportive services to adults with chronic mental illness. Residential and outpatient substance abuse treatment for adults adolescents.

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:

Signature of Reference Contact Person

3/4/2014

Date of Signature

Responsibility and Reliability

As our mission states, "Preferred Family Healthcare continually strives to be a dynamic, caring organization united to assist others in achieving their potential." We take this mission seriously and it guides all that we do, including the pursuit of our company vision: "Preferred Family Healthcare shall be the leader in behavioral health services in the communities we serve."

Preferred Family Healthcare's (PFH's) core competencies are based on over 35 years' experience providing behavioral health services. We are the largest provider of publicly funded substance abuse treatment services, as well as the largest provider of adult and adolescent substance abuse treatment services, in the State of Missouri. We offer a variety of programs with varying intensities to engage consumers in prevention and treatment services including outpatient treatment, creative arts, virtual counseling services, and residential treatment. We also provide programming that is targeted to specific needs, such as trauma and co-occurring services, supportive housing, and programming for adults struggling with relapse.

In 1979, PFH was a small agency with 13 employees providing adult residential substance abuse services at one location. Today PFH employs over 800 qualified professionals to serves approximately 10,000 consumers annually. We provide services throughout the state, including residential and/or outpatient adolescent facilities in Brookfield, Chillicothe, Hannibal, Kirksville, Jefferson City, Joplin, Kansas City, Lee's Summit, Liberty, St. Charles, St. Joseph, St. Louis, Troy, Wentzville, and Union. The agency also provides adult residential and/or outpatient services in Brookfield, Chillicothe, Jefferson City, Kahoka, Kirksville, Liberty, Moberly, St. Louis, and Trenton. PFH also offers adult and adolescent services in Kansas.

In our history as a leader in the behavioral health field, PFH is proud to have made significant contributions to the establishment of many treatment courts in the State of Missouri. Our successful record working with treatment courts demonstrates that the agency is well suited to provide the services outlined in this proposal.

For over 13 years, PFH has been committed to working with communities to establish treatment courts in many of the locations where it provides services; and, more recently, PFH has worked with treatment courts to establish services virtually in communities with limited access to substance use disorder treatment services. PFH has extensive training regarding the treatment court model, with over a dozen staff members participating in ten different adult or juvenile Drug Court Planning Initiative Trainings sponsored by the Bureau of Justice Assistance. These trainings are designed to assist treatment court teams to implement treatment courts. After completion of training requirements, PFH has assisted treatment court teams in establishing courts in the 9th Judicial Circuit –Adult (2001) and Juvenile (2002), Buchanan County-Juvenile (2001), St. Charles County- Juvenile (2002), Adair County-Adult (2003), Grundy and Mercer Counties- Adult (2004), Putnam County-Adult (2005), Randolph County-Adult (2005), Lewis County-Adult (2005), Marion County-Adult (2005), Macon County (2006), and Cole County-DWl Court (2011).

PFH is the primary substance abuse treatment provider for nearly all the above treatment courts, as well as the Drug Court in Clark (Adult) County. The agency also provides services to treatment court participants in the City of St. Louis (Adult), Kansas City (Adolescent) and Cole County (Adolescent and Adult); and, PFH provides virtual services to the treatment courts in Clark County, Grundy County, Sullivan County, and the 12th Circuit (Audrain, Montgomery, and Warren Counties). Currently, there are 214 active PFH clients in treatment courts at the above sites.

In these treatment courts, PFH has provided treatment to over 1,837 consumers who went on to successfully graduate from their respective treatment courts. PFH's commitment to the success of treatment courts continues once they are established. Staff members continue to receive related training, including annual attendance at the Missouri Association of Drug Court Professionals Conference, as well as other related local and national conferences. Moreover, PFH and its partner treatment courts receive positive results – at the 2005 National Rural Institute on Alcohol and Drug Abuse conference, the Drug Court in the 3rd Circuit (Grundy, Mercer, and Putnam Counties) was awarded the Harold Hughes Exceptional Service Award for Exceptional Rural Program. PFH also assists partnering treatment courts in acquiring additional funding to enhance programming. This includes contributing to three Bureau of Justice Assistance grant proposals that were awarded (the St. Charles Drug Court in 2001, the 9th Judicial Circuit in 2002 and the 3rd Judicial Circuit in 2005), as well as identifying and obtaining local resources, such as federal grant funding to provide virtual counseling services to drug court consumers.

As we have done for the past 13 years, PFH will continue to support Missouri's treatment courts through the provision of treatment services and in establishing/enhancing treatment court systems. It is the agency's belief that this is the most effective model in addressing the substance abuse/dependency of individuals who experience drug-related legal problems; and, this model has led to positive outcomes for many of its participants. This demonstrated commitment to treatment courts is one reason PFH is well suited to provide treatment court services for the State of Missouri. Another reason is our vast experience in providing treatment services.

PFH submits this response to Request for Proposal (RFP) OSCA 14-042 and would like to be considered as a provider of the services listed on the pricing page to treatment courts in the following Judicial Circuits (with services provided to both males and females):

Judicial Circuit 1: Clark – Driving While Intoxicated (DWI), Adult, Veterans, Juvenile
Judicial Circuit 2: Adair, Knox, Lewis – DWI, Adult, Veterans, Juvenile
Judicial Circuit 3: Grundy, Harrison, Mercer, Putnam – DWI, Adult, Veterans, Juvenile
Judicial Circuit 5: Buchanan – Juvenile
Judicial Circuit 7: Clay – DWI, Adult, Veterans, Juvenile
Judicial Circuit 9: Chariton, Linn, Sullivan – DWI, Adult, Veterans, Juvenile
Judicial Circuit 10: Marion, Ralls – DWI, Adult, Veterans, Juvenile
Judicial Circuit 11: St. Charles – DWI, Juvenile
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Judicial Circuit 14: Randolph – DWI, Adult, Veterans, Juvenile
Judicial Circuit 16: Jackson – Juvenile
Judicial Circuit 19: Cole – DWI, Adult, Veterans, Juvenile

Judicial Circuit 20: Franklin – Juvenile
Judicial Circuit 21: St. Louis – DWI, Adult, Veterans, Juvenile
Judicial Circuit 22: St. Louis City – DWI, Adult, Veterans, Juvenile
Judicial Circuit 29: Jasper – Juvenile
Judicial Circuit 40: Newton – Juvenile
Judicial Circuit 41: Macon – DWI, Adult, Veterans, Juvenile
Judicial Circuit 43: Livingston – DWI, Adult, Veterans, Juvenile
Judicial Circuit 45: Lincoln, Pike – DWl, Adult, Veterans, Juvenile
All Circuits: Virtual Counseling Services – DWI, Adult, Veterans, Juvenile

Cultural Competence

PFH is committed to providing culturally appropriate services administered with recognition and sensitivity to every individual regardless of cultural heritage. We have a cultural competency plan in place and utilize a variety of processes to insure that our employees are aware of, and trained to provide quality services across cultural boundaries. The goals of this plan are to:

1. Create and maintain an atmosphere where staff and persons served aim for culturally inclusive behavior and activities, ensure cultural differences are heard and explored, and actively seek to learn from other cultures.
2. Demonstrate our value of cultural diversity among individuals and groups, and acknowledge that cultural diversity encompasses difference based on race, gender, age, ethnicity, language, sexual orientation, religion, education, class or disability.
3. PFH does not tolerate discrimination on the basis of such differences and will provide an environment where people are treated with respect and are supported in realizing their full potential.

To achieve these goals, PFH's Assure Cultural Understanding Committee meets quarterly to monitor activities as well as make suggestions to treatment programs. Their efforts include submitting articles in PFH's quarterly internal newsletter and the issuing "diversity challenges" throughout the year to all sites regarding specific activities promoting diversity. They also gather and disseminate information about the cultures of the consumers we serve, identify further training that can assist staff and supervisors, and assist programs to serve consumers whose primary language is something other than English by providing information about translation services and arranging to have necessary treatment materials translated into the primary language of the consumer. In addition, all PFH staff participate in cultural awareness training that assists staff members in empowering each person served to actively participate with the treatment team to promote recovery, progress, and/or well-being by taking into consideration their individual needs. Our agency operates multiple facilities, rural, suburban and urban, adult and adolescent, across the States of Missouri, and in Kansas. As a result, we have gained experience in serving a variety of cultures. This experience is used throughout the agency. In addition, the agency strives to hire staff members that reflect the population being served in terms of their ethnicity and cultural background. Thus, PFH has evolved into a culturally competent agency that is proud of the diversity of its consumers and staff.

Information Management

Our documentation of daily clinical services provided to consumers is computerized, which allows for immediate tracking and monitoring of consumer treatment. Every member of the treatment team has a

networked computer in his/her office to allow for this accessibility. Consumers benefit from a holistic treatment approach because these progress notes are immediately available to all treatment staff. Additionally, time saved by automating routine paperwork allows clinicians to spend more time working with the consumers. To further enhance our information management system, PFH is implementing an Electronic Health Records (EHR) program, which should be in all of our treatment locations by year's end.

Quality Improvement

PFH has gained a reputation as an agency to rely upon. Much of this is derived from our practice of listening actively to feedback from consumers, staff, and referral sources and making programmatic changes based upon this valuable information. This methodology exemplifies PFH's comprehensive quality improvement system at work. PFH has an extensive internal quality improvement plan that includes focus groups with referral sources, staff, and consumers. Through these groups, participants have been able to provide overwhelming positive input regarding the services provided as well as making suggestions for improving service delivery. In addition to focus groups, our agency's quality improvement plan includes program appraisals, active quality improvement committees, and other opportunities for our consumers, staff, and referral sources to provide the input necessary to improve program services.

PFH has received positive feedback from our consumers regarding their satisfaction with the services they received. For example, 89% of the 5,551 adolescent and adult consumers surveyed in Fiscal Year (FY) 2013 reported that they would recommend PFH services to a family or friend. Furthermore, 91% of consumers reported feeling that they met their goals while in treatment and 94% of substance abuse treatment consumers reported that while in treatment, they were introduced to new things that may help them in recovery.

An important part of our quality improvement mechanisms is to use the information collected to improve programming. This focus on quality services has resulted in positive outcomes for our consumers. For example, for treatment court participants, over 85% of the 138 participants discharged in 2012 reported that they were abstinent from drugs and alcohol in the past thirty days (an increase from 77% at admission). A further indication of our emphasis on the quality of our services is our achieving a three-year accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF) in 2008 and again in 2011. Programs receiving accreditation included our residential, intensive outpatient and outpatient treatment services for alcohol and other drugs/addictions (adults, children and adolescents) and detoxification services for adults. Additionally, two of our programs received special recognition. In 2008, the A.R.T.C. program (Achieving Recovery Through Creativity) was recognized for excellence. This program was developed in-house and offers consumers a way to engage in alternate means of expression and positive behaviors utilizing artistic mediums such as visual arts, music, and creative writing. It has become a critical piece of our programming. In 2011, A.R.T.C. received recognition again, and PFH's Virtual Counseling program was recognized. Virtual Counseling harnesses the capacity of online gaming technology and brings the power and tools of this industry for use in a clinical way. Virtual Counseling makes treatment a reality for individuals who may be unable to access these services otherwise, due to barriers to participation at a therapeutic level with traditional treatment programs. By creating appealing, realistic and "immersive" virtual office spaces online, in which professionals and

consumers can meet collaboratively in real time as "avatars," participants can access 1:1 and group counseling activities in real time, with each participant accessing the virtual space from wherever they are located. This innovative service option increases accessibility for individuals who live in rural locations and those who face other challenges to traditional (face-to-face) treatment. PFH is preparing for the agency-wide CARF renewal survey in 2014.

Trusted Community Partner

Not only does PFH have a positive track record performing contract services for Missouri state government agencies, but the agency also maintains positive relationships with area schools, courts, attorneys, juvenile officers, social service agencies, and community teams as evidenced by our strong referral base. Our referral sources express a high level of confidence in our ability to deliver substance abuse programming, and verify that PFH has been successful in meeting the needs of clients with substance abuse problems by providing effective, quality treatment. PFH has evolved throughout its history into a responsive and caring community partner. Our simple but effective goal is "to create conditions that promote the well-being of people." This goal has contributed to PFH being recognized as a leader in providing and managing social service resources throughout Missouri.

Governance

PFH's Board of Directors is comprised ten members and its powers are set forth in PFH's bylaws, which provide that the Board shall control the property, business, and affairs of the agency, as well as specific acts necessary to accomplish PFH's purpose and mission. The Board meets monthly to review and discuss agency performance and make key decisions related to service delivery, monitoring and oversight, staffing, and other programmatic and fiscal issues. They have the ultimate responsibility for the quality of care and services, for setting organizational policy through updating the mission and vision statements, determining programming and services, and approving the strategic plan.

The Board has delegated day-to-day management of PFH to the following management team: Mr. Michael Schwend, President and Chief Executive Officer (CEO); Mr. Matt Strate, Chief Financial Officer (CFO); Ms. Ann Hutton, Chief Clinical Officer; Mr. Chris Snyder, Senior Analytic Officer, Ms. Pamela Leyhe, Chief Development Officer; Mr. Jim Wallis, Vice President of Community Development and Marketing; Ms. Paula Brawner, Vice President of Treatment Services; Ms. Corinna Putz, Vice President of Treatment Services; Mr. Andrew Greening, Vice President of Treatment Services; Ms. Nancy Atwater, Vice President of Treatment Services; Ms. Kathy Hoppe, Vice President of Treatment Services; Mr. Bryan Quick, Vice President of Treatment Services, and Ms. Dulcinea Rakestraw, Vice President of Treatment Services. Our regional Vice Presidents of Treatment Services specifically oversee adult and/or adolescent treatment services. The agency also has Vice Presidents of Operations, Human Resources, Performance Improvement, Information Technology, and Fiscal Services. In addition to the Board of Directors and management team, PFH also utilizes Community Advisory Boards (CAB) at some of its program sites. The CAB is a group of community volunteers who assist in advising PFH about local community needs, issues, and information. Together, these leaders provide PFH with a solid foundation full of knowledge and experience in the development, implementation, and oversight in the treatment of substance use disorders. As a result, PFH has experienced tremendous growth over the past 30 years – the agency is expanding to new locations, serving more consumers, and increasing its revenue. This growth is a testament to our sound programmatic and fiscal management.

Philosophy

For more than 30 years, PFH has developed a reputation for providing effective, quality treatment to offenders in the criminal justice system. We believe these consumers need access to a complete continuum of recovery services, including extended outpatient treatment in the community, in order to reduce reoffending and achieve recovery. Successful treatment includes empowering individuals and their families to make positive strides toward recovery. To accomplish this goal, PFH provides flexible levels of care and case management services, while also identifying, creating, and advocating for resources that are needed by our consumers. Together, these resources create a flexible combination of clinical and support services that are individually tailored for each consumer.

PFH has developed a substance abuse treatment philosophy that has proven to be effective and utilizes the best practices currently used in the field. Principles that govern our basic treatment philosophy include:

- Performing effective assessments,
- Delivering individualized care in a cost-effective manner,
- Utilizing a "strengths-based" approach to treatment, and
- Utilizing Evidence Based Practices (EBP) as a foundation to treatment.

Effective Assessments

Through our assessment process, PFH examines the social, psychological, and medical aspects of the consumer's life to develop an individualized treatment plan, based on the consumer's strengths. Components include the degree and length of substance use, the level of social and family support, the motivation of the person, current employment situation, insight of the person, and identified psychological issues. These aspects are taken into consideration in developing the client treatment plan. Our comprehensive assessments include a basic assessment of health and a communicable disease risk assessment, and more than satisfy the requirements of this RFP as listed on pages 4 and 5. PFH utilizes the Addiction Severity Index (ASI) or the Comprehensive Health Assessment Tool (CHAT), which includes a five-axis diagnosis for all consumers.

Individualization of Care

The underlying principle that makes PFH programming so successful is the individualization of consumer care. This is consistent with the conclusions drawn by the Substance Abuse and Mental Health Services Administration (SAMHSA) in their Treatment Improvement Protocol (TIP) #35 (Enhancing Motivation for Change in Substance Abuse Treatment). That report notes, "Research studies have shown that positive treatment outcomes are associated with flexible program policies and a focus on individual client needs." The treatment methods we employ are focused on strengthening individual skills, attitudes, and behavior, which maximize the opportunity for each person to achieve and maintain recovery. We believe this philosophy is consistent with the RFP program services requirement for treatment planning. We recognize that the treatment court model strikes a balance between consistency among participants and individualization of care and agree that all treatment planning is subject to the review and approval of the treatment court's representative.

PFH individualizes care through the assessment and treatment planning process. The comprehensive assessment is conducted by a qualified professional and uses information from questionnaires, inventories

and interviews to create an interpretative summary. This narrative identifies the strengths, needs, abilities and preferences of the consumer and becomes the blueprint for crafting treatment objectives that specifically address individual issues. PFH is able to provide an array of services to each consumer at the level of care he/she needs based on his/her individual needs and strengths. After obtaining recommendations from the treatment court team, PFH will identify the most appropriate level of services for each consumer. Our model, which fully supports the requirements listed on pages 11 and 12 of the RFP, offers a continuum of services from highly structured residential care to long-term continuing care counseling.

Comprehensive Strengths-based Approach to Treatment

PFH uses a comprehensive, strengths-based approach to treating individuals with substance abuse problems. This involves identifying the assets a consumer has that will assist in recovery such as resiliency, problem solving skills, and family/social support. These assets are used to assist the consumer in removing existing barriers to his/her recovery. PFH assists consumers to build social support systems, access community resources, find employment, obtain housing, improve communication skills, develop healthy lifestyles, locate medical care, and strengthen family relationships.

Evidence Based Practices

While the evidence based practices chosen for each participant will be based on the needs and goals identified in the assessment and treatment plan, PFH anticipates that it will employ a core set of EBPs with many treatment court participants, including Moral Reconation Therapy (MRT), another intervention listed on SAMHSA's NREPP. MRT employs a cognitive-behavioral approach to decreasing recidivism by increasing moral reasoning among juvenile and adult criminal offenders (NREPP). MRT is designed into 16 units that focus on seven basic themes: confrontation of beliefs, attitudes, and behaviors; assessment of current relationships; reinforcement of positive behavior and habits; positive identity formation; enhancement of self-concept; decrease in hedonism and development of frustration tolerance; and development of higher stages of moral reasoning (*Id.*). Almost 35 years of development, research, and evaluation supports the use of this intervention with the offender population, as well as the drug court population. The results have demonstrated consistently decreased recidivism, increased treatment compliance and improved personality variables. For example, a 2012 study titled, *Virginia Adult Treatment Courts: Cost Benefit Analysis*, found that drug court participants whose programs utilized MRT had a lower probability of in-program recidivism than drug court participants whose programs did not use MRT, while also decreasing post-program recidivism (Cheeseman, et al. 2012). These outcomes result in cost savings to taxpayers that can result from reoffending, incarceration, and the costs of victimization (*Id.*). Furthermore, studies have demonstrated "improvement in the percent of principled reasoning…and perceived purpose in life," among offenders participating in substance abuse programming (NREPP). PFH staff members have undergone extensive training in the use of MRT with the target population and have realized the benefits of this therapy firsthand as drug court consumers have gone on to achieve recovery and a crime-free lifestyle. MRT is effective with adolescents as well as adults and for individuals suffering from substance use disorders, mental health issues, and co-occurring disorders.

Additional interventions that PFH will employ include Motivational Interviewing (MI) and Motivational Enhancement Therapy (MET). PFH will employ MI techniques and the Stages of Change framework

that is well described in "TIP #35, Enhancing Motivation for Change in Substance Abuse Treatment," (CSAT, 1999) and which is listed on the Substance Abuse and Mental Health Services Administration's (SAMHSA's) National Registry of Evidence-Based Programs and Practices (NREPP). PFH also will employ MET, which is an adaptation of MI, and which is also listed on the NREPP. MI is a client-centered intervention, focused on exploring and resolving a consumer's ambivalence about his/her substance use, which is often a barrier to recovery (SAMHSA, NREPP, 2013). MET is an adaptation of MI, which works to develop self-motivation (SAMHSA NREPP, 2013). MET and MI will be essential in PFH's identification of the consumer's position regarding his/her substance use and his/her motivation to change their substance using behaviors. MET and MI will be the foundation for which our counselors assist the consumer in transforming his/her beliefs about substance use and enhance the individual's motivation to embrace a recovering/healthy lifestyle. The consumer's motivation for change will be measured through the Stages of Change Readiness for Change Scale, enabling the Counselor to determine the therapy that best suits a consumer's need, depending on his/her readiness to change (SAMHSA, Co-Occurring, 2013). The Stages of Change model includes five stages: Pre-contemplation, Contemplation, Preparation, Action, and Maintenance stages. Utilizing interventions that are consistent with a consumer's readiness for change increases the likelihood of the intervention's success (SAMHSA Co-Occurring, 2013). PFH treatment staff are trained in the use of MI and MET, as well as the implementation of these practices with fidelity. PFH has utilized MI and MET with Missouri's offender and treatment court populations in the treatment of substance use disorders since 2007and has found these interventions to be highly effective and non-threatening, while also offering customized solutions based on individuals' readiness for change.

An additional intervention PFH will employ for treatment court participants is Cognitive Behavioral Treatment (CBT). CBT is a short-term, focused approach successfully used to help individuals with addictions disorders reach abstinence by employing positive coping strategies for high-risk situations. This intervention's effectiveness lies in its transformation of behavior and belief, while empowering the consumer to make his/her own behavioral changes (SAMHSA, CIHS, 2013). Through CBT, the counselor will help the consumer recognize that everyday stressors, such as depression, anxiety, or anger, trigger a particular style of thinking and these reactions may be modified by evidence and logic (SAMHSA, CBT, 2013). CBT will focus on cognitive restructuring, modifying behavior, and/or developing alternative coping skills, helping the consumer unlearn their faulty beliefs and thoughts founded in erroneous beliefs that lead to reactions to specific events or people that have led to unwanted consequences and learn new ways to respond to situations. Research indicates that CBT can be an effective intervention for individuals with substance use disorders and criminal behaviors. As noted in the 2010 edition of *Psychiatric Clinics of North America*, a meta-analytic study of CBT found that this strategy can be effective in the treatment of substance use disorders for marijuana, cocaine, opioids, alcohol, and, poly-substance dependence (McHugh, 2010). Furthermore, research findings indicate that CBT may promote sustained abstinence, with some users maintaining abstinence 52 weeks after CBT (*Id.*). Additional findings indicate CBT is an effective intervention for treatment of co-occurring disorders, such as post-traumatic stress disorder (PTSD), resulting in symptom reduction and positive retention (McGovern, 2009). CBT also proves to be an effective option for reducing recidivism in the offender population. And studies have shown CBT helps offenders improve social skills, problem solving, critical reasoning, moral reasoning, cognitive style, self-control, impulse management, and self-efficacy (Clark, 2010). CBT has a robust foundation of evidence supporting its efficacy with the target

population. Moreover, PFH has experienced these positive results firsthand in the treatment of substance use disorders in Missouri's offender and drug court populations since 2005. As with the other EBPs, PFH is trained in the use of CBT, as well as the implementation of this practice with fidelity and we will employ this intervention to assist individuals in learning positive, healthy responses to everyday stressors and high-risk situations.

Many of the treatment court participants also will find treatment value in the use of Relapse Prevention Therapy (RPT). RPT is a cognitive-behavioral intervention, designed to prevent and manage relapse episodes following addiction treatment. RPT teaches consumers effective ways for anticipating and coping with relapse, but suggests that relapse is less likely when individuals are equipped to deal with high-risk situations as a result of coping-skills training that teaches self-management and self-control (US DOJ, NIC, 2012 and Gorski, et. al, 1993). The individual's likelihood for relapse diminishes as he/she maintain abstinence and displays positive coping skills in risky situations. When relapse does occur, RPT teaches consumers to minimize the negative consequences that results from the relapse and to reengage in treatment. Based on its experience working with Missouri's drug court populations, PFH is aware of the challenges relapse presents and that successfully overcoming relapse tendencies is necessary to achieve recovery. PFH has undergone extensive training in relapse prevention and even offers a treatment program for adults struggling with relapse, despite multiple exposures to traditional substance use disorder treatment. Our staff recognizes the challenges that are inherent in recovery and avoiding relapse, and we are committed to helping consumers learn the skills needed to succeed in high risk situations that threaten their sobriety.

When and where appropriate, PFH also may employ the use of Medication Assisted Treatment (MAT) with participants. MAT is a unique intervention in the treatment of addiction. The Missouri Department of Mental Health describes this treatment as an "evidence-based practice that combines pharmacological interventions with substance abuse counseling and social support" (MO DMH, 2013). While MAT is not a universal treatment intervention, it can be a valuable tool in the fight against addiction for individuals deemed appropriate through assessment. Clinical staff, working with the expertise of a physician, will determine if a particular individual is a candidate for MAT (based on motivation as well as individual health). A majority of consumers will undergo treatment with Naltrexone and/or Vivitrol since these individuals will most likely present to PFH with a period of abstinence from substance use. Vivitrol (extended release injectable naltrexone) injections, which are also utilized along with counseling and social support, help individuals who have stopped drinking large amounts of alcohol to avoid drinking again, as well as those individuals who have stopped abusing opiates, to avoid abusing them again. Naltrexone injections should not be used to treat people who are still drinking alcohol, people who are still using opiates or street drugs, or people who have used opiates within the past 10 days. It works by blocking activity in the limbic system, a part of the brain that is involved in alcohol and opiate dependence. Vivitrol is very effective for individuals who are highly motivated toward recovery and willing to make a commitment to abstinence. Oral Naltrexone will be utilized with individuals who present at the time of treatment as highly intrinsically motivated. Vivitrol will be utilized for individuals who are experiencing ongoing cravings and may have difficulties adhering to self-administered prescription medication without direct oversight to encourage fidelity with prescribed medications. While PFH has been utilizing MAT since 2006, the United Way awarded funding to PFH, as well as Bridgeway Behavioral Health and the St. Louis National Council on Alcoholism and Drug Abuse (NCADA) in 2012,

for the provision of MAT services for individuals addicted to heroin and opiates, as part of a larger effort to stop the heroin epidemic in the St. Louis area. PFH recognizes that heroin and other opiates pose a tremendous threat to our population and this effective treatment is one of many alternatives that may help an addict to achieve decreased dependency and ultimately, sobriety.

The EBPs listed herein are representative of the models that will be used with treatment court participants. However, this list is not exclusive and PFH's clinical staff has vast experience in these, and additional methods, to best serve our consumers. For example, PFH also may draw upon components of evidence-based approaches including the Brief Therapy, Trauma-Focused Cognitive Behavioral Therapy, 12 Step Facilitation Therapy, and Network Therapy.

Service Provision

We have read thoroughly the Performance Requirements, Program Service definitions, and Requirements listed in the RFP (pages 3-11) and have also reviewed completely the Contractual Requirements in Section 3.0 (pages 12-17). PFH is able to, and agrees to perform any contract award under the terms of this RFP as written, while also fulfilling all requirements of the RFP. Specifically with regard to transportation, PFH agrees that if it is awarded a treatment court and has a program site in that county, then the participants shall be responsible for their own transportation to the program site. However, PFH will be responsible for transportation if it is awarded a treatment court and does not have a program site in that county, with the exception of virtual services, which may be provided to participants in any county, without the need to visit a program site. PFH's services are described below.

INTAKE/ASSESSMENT and TREATMENT PLANNING

At PFH, we provide individualized services through a full continuum of care, in the least restrictive environment possible. This is achieved through comprehensive assessment, consumer participation in goal setting, and an emphasis on the development of a highly functional therapeutic relationship. A face-to-face intake session will occur within seven calendar days from the date of referral by the treatment court. At the intake session, PFH staff will conduct an initial screening interview to determine the appropriateness for admission, as well as the procedures related to admission. An assessment will occur within seven days of admission into the program, unless otherwise specified by the treatment court. To conduct assessments, PFH utilizes the Addiction Severity Index (ASI) or the Comprehensive Health Assessment Tool (CHAT), which includes a five-axis diagnosis for all consumers. PFH also conducts a communicable disease risk assessment focusing on human immunodeficiency virus (HIV), pulmonary tuberculosis (TB), sexually transmitted diseases (STDs), and hepatitis. Individuals identified as needing testing, education, and counseling for communicable diseases will be referred to the local health department for additional assistance. After assessment, a treatment plan will be developed within 14 days of admission to the program, and periodically as directed by the Court. The treatment plan is developed in cooperation with each consumer and the treatment court, considering the consumer's strengths, needs, history and the broad array of choices of service available within our system and in the community as a whole. A network of support, including family and friends, caseworkers, probation officers, clergy, and others is created with the consumer at the center. We anticipate that most consumers will participate in multiple levels of intensity of care, ranging from residential services to low-level continuing care. The treatment plan clearly states criteria that have been agreed to for movement between levels. Goals are

created which emphasize consumer choice and personal responsibility. The consumer clearly understands that program staff is interested in his or her success in the program.

ASSESSMENT UPDATE

PFH will administer an assessment update if a treatment court participant is admitted to its programming but has received an assessment from a PFH program within the past six months. Per program standards, the assessment update will be completed by a Qualified Substance Abuse Professional (QSAP) in a face-to-face diagnostic evaluation.

CASE MANAGEMENT/COMMUNITY SUPPORT

Case management services will be offered to assist consumers in meeting the needs identified on their treatment plans. As part of its "whole person" approach to treatment, PFH identifies existing barriers to an individual's recovery and helps him/her to remove those barriers. PFH has a long history of assisting individuals in removing such barriers by helping them to build social support systems, access community resources, improve educational performance, obtain employment, locate medical care, and establish a supportive living environment. In order to address these needs, case management will be offered to treatment court participants. The agency has found that this additional support in assisting individuals to find and obtain community resources has been effective in empowering the individual and his/her family in making positive strides towards recovery. Such involvement includes the identification of needs in such areas as vocation, employment, housing, health, and family. In addition, staff members assist the family in discovering and connecting with area resources to address these needs, linking the consumer and his/her family to these resources by making the referral and acting as a liaison between the resource and the consumer.

DAY TREATMENT

PFH will offer day treatment services to treatment court consumers, which consists of individualized, planned services and therapeutic activities designed to achieve/promote recovery as well as improved functioning. These activities include, but are not limited to individual counseling, group counseling, group education, family counseling and family group counseling. Additionally, certain activities, such as personal care, meals and household chores will not be considered therapeutic activity per se, and will not be billed as day treatment, but will be offered.

DETOXIFICATION (SOCIAL SETTING)

PFH has over 30 years' experience in the provision of social setting detoxification services. Rehabilitation technicians and/or nursing staff, staffing the residential program 24 hours/day, are trained through their initial orientation process to observe and monitor clients on an ongoing basis for possible withdrawal symptoms. For consumers admitted to the social setting detoxification program, not only will the emphasis of treatment be on the assessment and management of withdrawal, but also efforts will be made to assist the consumer in following up the detoxification with continued efforts towards recovery. Consumers in social detoxification who are physically able are encouraged to participate in the treatment services provided at the agency, including individual counseling, group education, and group counseling. The individual counseling will focus on assisting the consumer to evaluate and assess his/her substance use, examination of the reasons the consumer has for working towards recovery, orienting the consumer to community recovery resources and discharge planning. During the discharge planning phase,

consumers are encouraged to participate in the treatment services available at the agency and in the community. Consumers also are provided orientation to community resources, as well as referrals, which may enhance their recovery. The agency currently provides social setting detoxification at its Jefferson City, Kirksville, Trenton, and St. Louis Residential Adult Programs.

Please note that protocols per certification standards have been established to assess consumers through a social setting detoxification process and refer individuals needing medical detoxification services to the most appropriate setting, should the need arise. This includes the monitoring of the consumer's physical, mental, and emotional status, including an ongoing notation of vital signs. Should it be determined that the consumer is in need of medical services, staff are trained to arrange transportation for consumers to designated acute medical facility/facilities. Arrangements and procedures for referrals are in place with local hospitals at all locations providing medical detoxification services.

DETOXIFICATON (MODIFIED MEDICAL)

Modified medical detoxification services are offered at PFH's Jefferson City Adult Residential Program. Modified medical detoxification is similar to that described above in social setting detoxification, however this service adds the security of a licensed physician or licensed practical nurse, who is on call 24 hours/day and who directs the services delivered to the consumer. Modified medical detoxification services also are supervised by a registered nurse; and, as with social setting detoxification, protocols are in place to continually assess and monitor consumers and take appropriate actions should a consumer require medical detoxification at a partner provider.

DRUG/ALCOHOL TESTING

PFH will provide collection services for drug/alcohol testing services as directed by the treatment court. Per the program guidelines, all PFH staff performing collection services will comply with the Collector Standards and will submit a completed Collector Guidance Acceptance Form prior to performing this service.

EARLY INTERVENTION (INTAKE)

PFH will offer early intervention (intake) services for adult drug court participants who score low risk/low need on the Risk and Needs Triage (RANT) (Quadrant 4). In this service, PFH will work with the participant to gather needed information on lifestyle and behaviors and connect the participant with available educational resources for identified areas.

EARLY INTERVENTION (GROUP EDUCATION)

An additional early intervention service PFH will offer is that of group education. This service will be available for adult drug court participants who score low risk/low need on the RANT (Quadrant 4). In group education, PFH will administer approximately 10 sessions for 60 to 90 minutes sessions, over an eight to 12 week period, for groups of two or more offenders. Group education sessions will but are not limited to: factual information about drug effects and addiction, awareness of behavioral, medical and psychological consequences of substance abuse, the impact of substance abuse and addiction on families and social relationships, motivation and stages of change, the connection between decision making and emotions, life management/life goals, goal setting, money management, anger management, conflict

resolution, stress management, exercise, nutrition, recovery, and relapse prevention. Sessions will be offered on a rotating basis such that participants may enter/exit at any time.

EARLY INTERVENTION (MOTIVATIONAL INTERVIEWING-INDIVIDUAL)

PFH will offer early intervention (motivational interviewing – individual) to adult drug court participants who score low risk/low need on the RANT (Quadrant 4). This service will be provided early in an eight to 12 week early intervention program period and will be offered in the form of two to three Motivational Interviewing (MI) individual counseling sessions with a qualified counselor. The goals of the MI sessions will be to encourage and reinforce healthy decisions and plans that will support and sustain recovery efforts.

EXTENDED DAY TREATMENT

Extended day treatment services will be available for treatment court consumers currently taking medications for physical and/or psychological issues, as well as those consumers that have an identified need for such care following the assessment. A Registered Nurse will provide consultative services to ensure consumers' health is monitored and managed appropriated. The services under extended day treatment will include, but are not limited to: referral for consultation of untreated medical conditions, individual education on current prescriptions, disease prevention, disease management, routine physical evaluation, and monitoring health conditions and the need for detoxification services. Additionally, consumers receiving Medication Assisted Treatment (MAT) will be monitored by the nurse to ensure adherence to medication protocols and for routine physical evaluation.

FAMILY CONFERENCE

Family conference is a service that coordinates care with the consumer's natural support system, including family members, referral sources and significant others (as well as friends, colleagues, ministers, mentors, and other supporters). Utilizing the principles of Network Therapy as developed by Dr. Mark Galanter, we will help consumers create a "safety net team" for support. Furthermore, PFH will call upon the safety net team to participate in development of the treatment plan, identification of issues at home that are barriers to treatment plan goals, identifying relapse dynamics as described in the section above and developing a relapse prevention plan, developing discharge plans and participating in the discharge conference. Beyond this, we also establish relationships (and permissions) among the agency, the consumer and the safety net team that allows for regular communication between any parties about the progress or lack of progress of the consumer in treatment.

Safety net team members are encouraged to regularly contact the consumer and ask about his or her progress in the program. Consumers are encouraged to routinely ask for assistance from members of the safety net team to overcome challenges encountered during treatment.

FAMILY COUNSELING/THERAPY

Family counseling is defined as planned, face-to-face counseling in accordance with standards designed to address and resolve the family's dysfunction, particularly as it relates to an alcohol and/or drug abuse problem. PFH primarily uses a systems approach to family therapy. The qualified family therapist helps the family to identify the communication and relationship patterns that exist in the family system and the

effectiveness or ineffectiveness of these patterns. These exercises allow the family to recognize the improvements that need to be made regarding communication and relationships within the family system.

GROUP COUNSELING (ASSOCIATE SUBSTANCE ABUSE COUNSELOR)

Participants will receive group counseling services as part of their involvement with treatment court programming. Group counseling sessions are facilitated by an associate substance abuse counselor and involve two or more clients, but will not exceed twelve participants. (At a minimum, the associate substance abuse counselor will meet the qualifications as set forth in the program guidelines regarding education and experience.) Some of these sessions are topic specific based upon our experience in identifying common issues and concerns. Topics include: family issues, relationship issues, grief and loss, men's issues, women's issues, mental health issues, assignment sharing, and cognitive therapy. Other group therapy sessions are less specific to individualized topical focus. These groups provide goal-oriented interaction among participants and are designed to promote consumers' self-understanding, self-esteem and resolution of personal problems through personal disclosure and interpersonal interaction among group members.

GROUP COUNSELING (COLLATERAL RELATIONSHIP)

PFH offers group counseling (collateral relationship) sessions, which consist of face-to-face counseling and/or education, provided to two or more family members, and which is designed to address issues related to alcohol and/or drug abuse in the family. The key service functions are similar to those listed for individual counseling (collateral relationship).

GROUP COUNSELING (QSAP)

Participants will receive group counseling services as part of their involvement with treatment court programming. Group counseling sessions are facilitated by a QSAP and involve two or more clients, but will not exceed twelve participants. Some of these sessions are topic specific based upon our experience in identifying common issues and concerns. Topics include: family issues, relationship issues, grief and loss, men's issues, women's issues, mental health issues, assignment sharing, and cognitive therapy. Other group therapy sessions are less specific to individualized topical focus. These groups provide goal-oriented interaction among participants and are designed to promote consumers' self-understanding, self-esteem and resolution of personal problems through personal disclosure and interpersonal interaction among group members.

GROUP EDUCATION

Group education services will be available to treatment court consumers, not to exceed an average group size of 30 consumers per calendar month. In these sessions, the group will address topics found to be particularly imperative in regard to consumer education and include: physical and emotional effects of mood altering substances, relapse prevention, stress management, spirituality, parenting skills, life skill development, career development, HIV/TB/STD education, and anger management. PFH has developed and accessed a variety of techniques, tools, and research so that we might present the above mentioned information to our consumers in a way that is most easily understood and retained. For example, audiovisual materials may be incorporates, so long as the sessions include follow-up discussion of the material presented. Moreover, PFH may utilize volunteers from the recovering community to co-facilitate educational groups on self-help programs, the twelve steps, and other related recovery issues.

GROUP EDUCATION (TRAUMA RELATED)
Group education (trauma related) will involve gender-specific groups of 20 or fewer consumers. The group model will include the presentation of recovery and trauma related information and its application to participants along with group discussion in accordance with the individualized treatment/rehabilitation plans of the consumer/participants. Per program requirements, PFH will employ evidence-based models of trauma treatment that will be provided by staff with training specific to trauma and addiction.

INDIVIDUAL COUNSELING
This is goal oriented face-to-face interaction between the consumer and the counselor. It presents an opportunity for the individual to address and resolve problems related to his/her alcohol or other drug use that interfere with the consumer's ability to function in society. The specific emphasis of the individual counseling sessions will be determined by the consumer's treatment plan and needs. PFH's counselors possess the necessary therapeutic skills to utilize the approach that will be most effective with each individual. PFH uses a wide variety of approaches which allows individuals to analyze the problems their current lifestyle is causing them, recognize the motivations they have for using alcohol or other drugs, and establish alternative, positive, and constructive methods of addressing these motivations. In addition, counselors are trained in a variety of theories and techniques designed to maximize effectiveness of interaction with program participants.

INDIVIDUAL COUNSELING (COLLATERAL RELATIONSHIP)
To further assist individuals negatively affected by a family member's substance abuse, PFH will offer individual counseling (collateral relationship). This service will include face-to-face assessment, counseling, and/or education provided to family member(s). Key service functions of this service include, but are not limited to: exploring the substance abuse problem and its impact on family functioning, developing coping skills and self-responsibility for changing dysfunctional patterns of relationships; examining attitudes, feelings and long-term consequences of living with a person with substance abuse problems; identifying and considering alternatives and structured problem solving; identifying productive and functional decision-making; and the generalization of newly learned information and behavior to the life situations in order to promote improved family functioning.

INDIVIDUAL CO-OCCURRING
In individual counseling (co-occurring disorder), the counselor and participant will identify and resolve issues related to substance use disorders and mental illness which interfere with the participants functioning and recovery efforts. As required by the program, individual counseling for individuals with co-occurring disorders will be provided by a qualified individual bearing proper credentials, will be documented clearly in a manner which is distinguishable from individual counseling, and will be provided in accordance with the Center for Substance Abuse Treatment's publication, Substance Abuse Treatment for Persons with Co-Occurring Disorders (TIP 42).

INDIVIDUAL COUNSELING (TRAUMA RELATED)
In trauma focused individual counseling, the counselor and the consumer will collaborate in identifying past traumatic experiences, present symptoms, and future healing. Treatment approaches may include Cognitive Behavior Therapy, Desensitization, Assertiveness Training, Role Playing, and Relaxation

Techniques. PFH also may employ strategies from Seeking Safety, an Evidence-Based Practice (EBP) developed by Lesa Marie Najavits, Ph.D., of the Harvard Medical School. Seeking Safety addresses trauma and promotes healing rather than sublimation or escape. Through this vehicle, the Counselor and consumer will explore coping strategies and five core components: "(1) safety as the overarching goal (helping clients attain safety in their relationships, thinking, behavior, and emotions); (2) integrated treatment (working on both posttraumatic stress disorder (PTSD) and substance abuse at the same time); (3) a focus on ideals to counteract the loss of ideals in both PTSD and substance abuse; (4) four content areas: cognitive, behavioral, interpersonal, and case management; and (5) attention to clinician processes (helping clinicians work on countertransference, self-care, and other issues)" (NREPP, 2012). Regardless of the intervention utilized, this service will be offered only by clinicians who have been trained in trauma counseling. Furthermore, individualized goals will be developed with each consumer and may include the following: ensuring physical safety, developing emotional stability and control, identifying traumatic events and symptoms, exploring the effects of trauma on one's choices and relationships, addressing emotional issues such as trust, self-esteem and worthiness, developing coping skills, establishing interpersonal boundaries and developing healthy relationships.

MEDICATION

In accordance with program rules, a physician or qualified advance practice nurse may prescribe FDA-approved medications for the treatment of consumers' substance use disorders under this initiative. PFH also is prepared to offer consumers Medication Assisted Treatment (MAT) once he/she is assessed and deemed eligible and/or as an appropriate candidate (based on motivation as well as individual health). Most consumers receiving MAT will undergo treatment with Naltrexone and/or Vivitrol. PFH has been utilizing MAT since 2006 and has established medication education, consumer contracts, and a system for participation updates to be provided to the doctor who is prescribing the medications for the individual (as well as the court).

MEDICATION SERVICES

Medication services, provided by a physician or a qualified advance practice nurse, will be available to assist treatment court consumers with their physical needs. This service consists of goal-oriented interactions to assess the appropriateness of prescription of medications to an individual's treatment goals, prescribing medications, if appropriate, providing education regarding medications, and reviewing medication compliance. In addition, medication services will be available to consumers participating in Medication Assisted Treatment services.

RELAPSE PREVENTION COUNSELING

PFH recognizes that relapse is a process that includes attitudes and behaviors that lead to active addictive use, and there are warning signs that identify the relapse process (Gorski and Miller; 1995). PFH uses a cognitive-behavioral strategy, drawing on the work of Terrence Gorski, Alan Marlatt, Judith Gordon, Dennis Daley, and other leading experts in this area to assist the consumers in relapse prevention. Strategies involve exploring the positive and negative consequences of continued use, examining relapse warnings signs, self-monitoring to recognize cravings to use, identifying high-risk situations for use, and developing plans for coping with, and avoiding high-risk situations and cravings. Additionally, PFH will assist consumers in developing strategies for reducing the duration of a relapse should one occur. We firmly believe that each time that an individual is able to confront a high-risk situation by utilizing a

previously developed and appropriate coping response, the individual experiences a sense of mastery and an ability to cope with the situation. As a result of this improved outlook, the likelihood of a relapse continues to decrease.

RESIDENTIAL SUPPORT

PFH operates 11 facilities throughout the state which provide residential substance abuse treatment services to adults and adolescents in a structured alcohol and drug free setting. Residential services at these facilities will be available to treatment court participants as directed by the court. For consumers referred to full-service residential care, consumers will receive 24-hour, supervised room and board as well as activities such as group counseling and education, recreational therapy, structured activities, individual counseling, case management, family therapy, and academic education (if applicable). For consumers requiring overnight accommodations only, PFH will provide room and board as well as staff supervision during their therapeutic stay.

TREATMENT COURT DAY

PFH's experience in working cooperatively with treatment courts in multiple jurisdictions around the state has given us an appreciation of the need and value for the courts, the offenders, and the treatment providers to get together for a regular reporting system. Accordingly, we are prepared to participate actively in treatment court staffing and hearings as needed.

VIRTUAL COUNSELING (GROUP COUNSELING)

PFH is prepared to offer virtual counseling (group counseling) services to treatment court participants throughout the state. Virtual counseling makes treatment a reality for individuals who are unable to access services otherwise due to barriers such as geography, psychosocial issues, or competing work and family responsibilities. By creating realistic and immersive virtual office spaces online, professionals and consumers can meet collaboratively in real time as "avatars" and participants can access group counseling activities in real time. The three-dimensional "virtual" environment is hosted on a private, protected server, accessible from anywhere via the Internet. Per the program standards, PFH agrees to obtain appropriate approval for its virtual counseling programming in advance of delivering the service. PFH proposes to provide virtual counseling (group counseling) to all circuits in the State of Missouri, males and females, as well as to those participants in the following treatment courts: DWI, adult, veterans, and juvenile.

VIRTUAL COUNSELING (INDIVIDUAL COUNSELING)

PFH is prepared to offer virtual counseling (individual counseling) services to treatment court participants throughout the state. Virtual counseling makes treatment a reality for individuals who are unable to access services otherwise due to barriers such as geography, psychosocial issues, or competing work and family responsibilities. By creating realistic and immersive virtual office spaces online, professionals and consumers can meet collaboratively in real time as "avatars" and participants can access individual counseling activities in real time. The three-dimensional "virtual" environment is hosted on a private, protected server, accessible from anywhere via the Internet. Per the program standards, PFH agrees to obtain appropriate approval for its virtual counseling programming in advance of delivering the service. PFH proposes to provide virtual counseling (individual counseling) to all circuits in the State of Missouri,

males and females, as well as to those participants in the following treatment courts: DWI, adult, veterans, and juvenile.

Reporting Requirements

PFH will maintain a clinical record for each participant, and will document each service provided to the participant in this record. Treatment notes will include the date of service, the starting and ending time and a signature of the provider of the service. Each note will identify the service provided by type (e.g. individual counseling, group education) and will provide a brief synopsis of the service provided. PFH will provide a written summary to the treatment courts as required (at least monthly) which will include at least a record of the participant's program attendance, progress in treatment, and the results of any drug tests that were performed since the last report. Additionally, PFH will notify the treatment courts in a timely fashion to report any of the following incidents/issues:

- Participant failure to attend an appointed meeting,
- Positive drug test result,
- Material changes in treatment plan,
- The need for additional services not already identified,
- Changes in the participant's family and/or living situation (could include pregnancy, injury, major illness, etc.), and
- Incidents involving participant that might involve threats, assaults or possible crimes.

Per program requirements, PFH is prepared to evaluate referrals for eligibility of Medicaid benefits, private insurance coverage, and/or any other medical benefits. PFH will submit the Office of State Courts Administrator (OSCA) Monthly Medical Benefit Report (MMBR) documenting activity in this area on a monthly basis, as well as supporting documentation.

Invoice and Payment Requirements

PFH agrees to submit a detailed invoice to the treatment court each month, no later than the 10th of each month immediately following the month in which services are delivered. The invoice will include all information that is required by OSCA under this contract. Additionally, we will submit a detailed log of all participants served, the services that have been provided to each participant during the month, and the MMBR referenced above. PFH will utilize the pricing schedule included on the pricing page in this document and will itemize the total number of units included on the invoice each month. We understand and agree that payments made are not based on the number of treatment court participants. We also understand and agree that other than the payments noted above or listed on the pricing page, no other payments or reimbursement will be made to PFH under this contract.

Cost Avoidance

PFH understands and agrees with the cost avoidance requirements on page 4 and has mechanisms in place to assure compliance with these requirements. For over 35 years, PFH has worked diligently to be a wise steward of public funds for substance abuse treatment services in the State of Missouri. PFH has been successful at expanding services or opening new programs, often without additional funding. Many of the treatment courts established with the agency's assistance were developed initially without any additional funding for treatment, beyond the contracts PFH already had with other state agencies. Our

success comes from the establishment and execution of policies and procedures that assure that all the available resources a treatment court participant might have to pay for treatment are explored.

The financial situation of each participant referred to treatment will be assessed to determine the person's resources including private insurance and Medicaid (for those sites that offer Comprehensive Substance Treatment and Rehabilitation (CSTAR) Program services). For those participants who have private insurance, mechanisms are in place to quickly verify the insurance coverage, complete any preauthorization with the insurance provider, bill for any covered services, and follow up with any problems that might arise. In current practice, these procedures have resulted in an increase in the agency's overall third party collections. Our procedures are regularly evaluated to identify needed enhancements. This has allowed for the limited public funds to be utilized with those individuals demonstrating a true need, which has resulted in more individuals being served. Our procedures are in place at all of PFH's locations and assure that the funding available from the treatment court will not be used with participants that have another means to pay for the services. PFH is the clear choice to provide the services desired by OSCA in the indicated jurisdictions.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 1st Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Debra Smith (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Smith began working for PFH in 2005, first as an Associate Counselor, then a Counselor. She has a CRADC credential and experience in counseling outpatient drug court clients, as well as the 12 core functions of Screening, Intake, Orientation, Assessment, Treatment Planning, Counseling, Case Management, Crisis Intervention, Client Education, Referral, Reports and Record Keeping, and Consultation. She has an Associate's Degree in Counseling.

RESUME

DEBRA A. SMITH

EDUCATION:

Associates of Science Degree CD Counselor 2005
Associates of Arts Degree 2005
Secretarial Degree 1989
Graduate of Clark County R-1 High School 1974

EMPLOYMENT:

Preferred Family HealthCare, Inc.
900 E LaHarpe Street
Kirksville, MO 63501
660-665-1962

December 16, 2005, Employed as Associate Counselor advanced to Counselor 2010 after completion of Missouri Substance Abuse Professional Credentialing Board requirements met for CRADC, Certified Reciprocal Alcohol and Drug Counselor credentialing. Experience in counseling outpatient clients for First Judicial Clark County Drug Court and Probation and Parole Utilizing the Five Domains of the Counseling Profession by operating the 12 core functions of Screening, Intake, Orientation, Assessment, Treatment Planning, Counseling, Case Management, Crisis Intervention, Client Education, Referral, Reports and Record Keeping, Consultation. Responsible for managing office procedures with consultation from supervisor, Kelly VanVleck Program Director of Trenton, and assisting individuals with substance abuse and/or mental illness problems to improve their ability to perform tasks in their daily living and working environments.

Southeastern Community College
Burlington and Keokuk, IA

January 2004 - December 2005, Classes to obtain two Associate Degrees with career oriented to substance abuse counseling.

Metzler's Automotive
3200 Main Street
Keokuk, IA 52632

February 1998 - June 2003, Finish operator in plant operating rubber molds, saws, flocking booth, measuring strips, and numerous functions in making seals for doors, windows and other areas for automobiles until job ended and was laid off.

No. 3360

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

OCT 29 2012

Debra A. Smith

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2014**

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 2nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Randall Bacon (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Bacon has been working at PFH since 2003. As a Therapist, he completes assessments, provides counseling services, facilitates group therapy sessions, and attends staff meetings and treatment team meetings. He works with clients with substance abuse issues and dual diagnosis. He has a B.S. in Psychology, is a LPC, and has 15 years' experience in behavioral health.
2. Kourtney Buckallew (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Buckallew joined PFH in 2013 as an Associate Counselor. She assists adolescents who are struggling with substance abuse to develop skills necessary to live healthy, sober and successful lives, while also creating individualized treatment plans to help clients achieve treatment goals. She has a B.S. in Business Management and is pursuing a M.S. in Guidance Counseling, while also serving as a RASAC I.
3. Katelyn Crossgrove (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Crossgrove has been working at PFH since 2012. In her role as a Community Support Specialist, she prepares treatment plans based on client needs, provides substance abuse education, assists in transition planning, and provides consumer education on employment, education, relapse prevention, community resources, coping skills, and living a crime free lifestyle. She has a B.S. and a M.S. in Criminal Justice.
4. Ausha Crow (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Crow joined PFH in 2013 as a Community Support Specialist. She assists clients in locating housing, employment, completing education, and other various needs, keeps probation officers/legal team up to date on progress, educating clients on life skills such as time management, budgeting, and health, and assisting clients in accessing community resources. She has a B.A. in Sociology and Anthropology.
5. Nichole Duncan (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Duncan has been working at PFH since 2014. In her role as Community Support Specialist, she provides case management and coordination of services, including scheduling treatment and discharge planning, facilitates educational groups, and communicates with guardians regarding consumer care. She has a B.S. in Justice Systems.
6. Patricia Geosling (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Geosling began working at PFH in 2008 as a Counselor. She provides intake screenings and evaluation, performs file reviews, and provides individual counseling and community support. Ms. Geosling has a B.S. in Psychology and maintains certification as a Clinical Supervisor, a RSAP, and has 16 years' experience in behavioral health.

Personnel – 2nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
7. Heidi Grogg (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Grogg came to PFH in 2012 with a B.A. in Elementary Education, a M.A. in Education, and experience with special needs youth. As an Associate Counselor, she assists clients with transitioning planning, assists clients with identifying needs and resources for families, works with Juvenile Officers and families, and provides substance abuse counseling. She is a RASAC I.
8. James Hicks (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Hicks joined PFH in 2013 as a Counselor with a CADC designation. He has an Associate's Degree and is pursuing a B.S. in Human Services. As a Counselor, he provides services to adults including intakes and assessments, individual and group counseling sessions, family conferences, and family therapy sessions.
9. Kathleen Kelso (Name) Registered Nurse (Title) Registered Nurse (Proposed Role/Function)	Ms. Kelso came to PFH in 2012. She is a RN and is responsible for evaluating clients' physical conditions and the need for detoxification services; recording initial patient medical histories and vital signs; monitoring health status during social setting detoxification; monitoring medication compliance; and providing education to consumers. She has an A.S. in Nursing.
9. Lindsay Kimball Drury (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Drury came to PFH in 2013 and works as an Associate Counselor. In her role, she counsels adults and families who are in recovery or have experienced trauma. She also leads both education and counseling groups focusing on trauma, relapse prevention, and healthy coping skills, while also providing collaborative care with treatment team and outside referral sources. Ms. Drury has a M.S. in Counseling and a RASAC II.
10. Kimberly Kincanon (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Kincanon is a Clinical Supervisor, who began working at PFH in 2003. She provides direction and supervision to Therapists, RNs and Community Support Specialists; participates in treatment planning; facilitates weekly staffing; performs file review and oversight for billable activities, while also monitoring program budget. As needed, she completes intakes and makes recommendations based on client need. Ms. Kincanon has a B.S. in Justice Systems and a CCJP designation.
11. Jennifer Lunsford (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Lunsford came to PFH in 2008 as a Rehabilitation Technician and now serves as a Counselor. As a Counselor, she counsels individual clients on various goals in the treatment plan, organizes clients' charts and the initial paperwork in sessions, and facilitates counseling groups with clients. She is pursuing a B.S. in Psychology and Social Work and has a CADC designation.

Personnel – 2nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
13. Tamarr Maclin (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Maclin began working at PFH in 2013. In his role as an Associate Counselor, he participates in screening/assessment, develops treatment plans for clients, assists consumers in transition planning, and handles crisis situations as they occur. Mr. Maclin has a B.S. in Recreation and Leisure Studies and is a RASAC I.
14. Carrie Maggart (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Maggart came to PFH in 2012. She provides individual, group, and family counseling services to adolescent and adult consumers; provides trauma and co-occurring therapy services; conducts assessments and treatment planning; and implements appropriate guidance, educational, and recreational groups and activities for consumers. She has a B.A. in Psychology, a M.A. in Counseling, as well as licenses as a PLPC and RASAC II.
15. April Moore (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Moore joined PFH in 2009. As a Counselor, she provides individual sessions with clients; offers treatment planning, substance abuse evaluation and assessments; contacts referral sources and guardians; and provides counseling groups, education groups, and crisis intervention. She has a CADC designation.
16. Laura Nicholson (Name) Family Therapist (Title) Family Therapist (Proposed Role/Function)	Ms. Nicholson came to PFH in 1994. She provides counseling services for individuals and the family unit regarding substance abuse and trauma, while also establishing and implementing treatment plans for adolescent clients. She has a B.S. in Sociology/Anthropology, a M.Ed. in Elementary Education, a M.A. in Counseling, and a Ph.D. in Health Education. She is a LPC and a NCC.
17. Michelle Pettengill (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Pettengill came to PFH in 2011 and serves as a Counselor. She counsels individual clients on various goals in the treatment plan, organizes client's charts and the initial paperwork in sessions, and facilitates counseling groups with clients. She is pursuing a B.S. in Psychology and has a CADC designation.
18. Michael Push (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Push joined PFH in 2013. As a Community Support Specialist, he maintains professional relationships with clients while building rapport and finding assistance in the community; he completes assessment/progress notes regarding each session with a client; and provides updates to state workers and legal authorities regarding progress for each client. He has a B.S. in Psychology.

Personnel – 2nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
19. Carter Roberts (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Roberts has been working at PFH since 2013. He facilitates group counseling sessions, provides individual substance abuse and mental health counseling sessions, and develops treatment plans. He has a B.S. in Psychology, a M.S. in Counseling, as well as PLPC and a RASAC II licensing.
20. Lorin Sayres (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Sayres joined PFH in 2013 as an Associate Counselor. She facilitates group counseling, group education, family conferences, and individual sessions with individuals with consumers. She also administers intake, screenings, and assessments, assisting consumers through the transition process and developing treatment plans. She has a B.S. in Psychology, while also serving as a RASAC I.
21. Patrick Sheedy (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Sheedy came to PFH in 2010. He facilitates group counseling sessions, provides individual substance abuse and mental health counseling sessions, and develops treatment plans, often in conjunction with drug court participants. He has a B.A. in Psychology and Human Services, as well as a CRADC license.
22. Caleb Shubert (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Shubert joined PFH in 2013 as a Community Support Specialist. He provides case management and coordination of services, schedules treatment and transitional planning, facilitates educational groups, and communicates with referral sources regarding consumer care. He has a B.S. in Criminal Justice.
23. Jessica Shultz (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Shultz has been working at PFH since 2013. In her role as Counselor, she performs intake/assessments, provides treatment planning, provides trauma, individual, group, family, and co-occurring therapy, while also participating in regular team/staffing meetings. She has a B.A. in Interdisciplinary Studies, a M.S. in Counseling, and a PLPC designation.
24. Tamera Smith (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Smith came to PFH in 2009 as a Clinical Supervisor. She coordinates services and collaborates with outside agencies to provide comprehensive services to the client and client's family; completes file reviews; facilitates weekly staffing; as well as conducts intakes, individual and family therapy. Ms. Smith also is responsible for providing oversight for billable services. She has a B.S. in Criminal Justice and Corrections and is a CRADC.

Personnel – 2nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
25. Michelle Stockwell (Name) Comm. Support Specialist Supervisor (Title) Comm. Support Specialist Supervisor (Proposed Role/Function)	Ms. Stockwell joined PFH in 2013. As a Community Support Specialist Supervisor, she provides supervision of the Community Support Specialist team; aids in completing weekly billing audits to ensure appropriate billing practices; and completes monthly/quarterly progress note reviews and active chart reviews for residential/outpatient clients. She has a B.S. in Psychology.
26. Amy Voiles (Name) Program Director (Title) Program Director (Proposed Role/Function)	Ms. Voiles joined PFH in 2005 and has been promoted several times before obtaining her current position as a Program Director. She supervises clinical and nonclinical staff members; completes and monitors annual budgets; and monitors programming for adolescent and adult residential and outpatient care. She has a B.A. in Communications Disorders and a MSW. Additionally, she is licensed as a CRADC, LMSW, and a MARS.
27. Jessica Wellman (Name) Lead Comm. Support Specialist (Title) Lead Comm. Support Specialist (Proposed Role/Function)	Ms. Wellman came to PFH in 2006 and has worked her way to Lead Community Support Specialist. She supervises a team of support specialists, works with drug court consumers, completes assessments, discharge planning, and identifies consumer issues with employment, education, healthcare, criminal justice, etc. She also communicates regularly with referral sources/guardians. Ms. Wellman has a B.S. in History and is pursuing a degree in Psychology. She is licensed as a RASAC II.

RANDALL R. BACON MS, LPC

EDUCATION

1991-1994 Northwest Missouri State University Maryville, Missouri

Bachelor Of Science Psychology

- GPA 3.50

1997-2000 Northwest Missouri State University Maryville, Missouri

Master Of Science Counseling Psychology

OBJECTIVE

- To find employment that will allow me to help others advance toward their personal potential

PROFESSIONAL EXPERIENCE

2003- Present Preferred Family Healthcare Kirksville, Missouri

Therapist

To complete comprehensive assessments to consumers being served in the C-STAR substance abuse treatment program, to provide counseling services, facilitate group therapy sessions, and to attend staff meetings and treatment team meetings as needed. I provide service to clients with substance abuse issues and dual diagnosis. In addition, my duties are to work with dual diagnosis individuals and to help address need areas for the treatment team.

2002- 2003 Crossroads Correctional Center Cameron, Missouri

Therapist

Provided offenders with mental health issues and substance abuse issues individual and group counseling, crisis intervention, evaluation of mental health status, provided group psychotherapy, and assisted offenders with discharge planning when released from the Department of Corrections.

2000-2002 Family Guidance Center St. Joseph, Missouri

Treatment Team Supervisor

Managed, coordinated, and supervised the provision of community support services to the persistently mentally ill, supervised a team with 300 clients with severe mental illnesses and dual diagnosis, facilitated daily team meetings, provided annual and six month performance appraisals to all Community Support Workers (CSW), coordinated services between

community support services and the Psychosocial Rehabilitation Center, attended administrative meetings, assisted CSW's in the planning and implementing crisis intervention services, participated in the planning for, and completion of, assessments, quarterly treatment plans and annual updates.

1999-2000 Heartland Health Regional Center St. Joseph, Missouri

Practicum

Administration of psychological assessments, scoring and interpreting the assessments, counseling with clients in a one-to-one setting and group setting, performing intakes, formulation of treatment plans, and writing psychological evaluations.

1995-1999 United Cerebral Palsy of NW Mo. St. Joseph, Missouri

Learning Coordinator II

Worked in direct care with clients with developmental disabilities, supervised in an area of programming, created training plans, attended personal planning meetings, and participated in community inclusion activities with clients served by the agency.

1993-1995 Comic Asylum Maryville, Missouri

Manager/ Owner

Bookkeeping, promotions, staffing, retail sales, placing orders, managing public relations with other dealers and distributors, advertisement, and payroll.

MAY 30 2013

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2001025449

RANDALL R BACON

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Kourtney C. Buckallew

Objective

The opportunity to join a growing organization that has a need for enthusiastic, positive, and extremely motivated individuals. I'm looking for the opportunity to make a difference in an organization by using the experience I have and the education I received.

Experience

Preferred Family Healthcare, Kirksville, MO- January 2013- Present

- Associate Counselor
- Assist adolescence who are struggling with substance abuse develop skills necessary to live healthy, sober and successful lives.
- Create individualized treatment plans to help clients achieve identified goals for treatment.

AAA Insurance, Kirksville, MO – March 2011- Present

- Sales Agent
- Assist customers with insurance questions and needs.
- Help create them an auto/home policy that protects them both physically and financially.
- Manage daily office activities such as deposits and supply ordering

New Franklin Elementary School, New Franklin, MO - September 2010- March 2011

- Para Professional in Special Needs area
- Assist a student in daily activities in the classroom

New Franklin High School, New Franklin, MO November 2009-March 2010

- Assistant Basketball Coach
- Coaching the fundamentals, skills and plays needed to succeed in the sport of basketball

True Value Farm and Home, Kirksville, MO May 2009-August 2009, May 2008-August 2008

- Cashier
- Salesperson

- Assist customers in finding their desired merchandise while focusing on customer service.
- Assist customers in making their purchases and receiving payment and distributing change.

Dairy Queen, Kirksville, MO May 2009-August 2009
- Food Preparation
- Cashier

Shottenkirk-Toyota, Chrysler, Dodge, Quincy, IL May 2007-September 2007
- Receptionist
- Answered phone and took messages
- Typed business letters
- Data entry

Education

Stephen's College
Master's of Education in Guidance Counseling (Currently working on this degree)
- Guidance Counseling
- LPC

Central Methodist University, Fayette, Missouri
Bachelor of Science in May 2010
- Major in Business Management
- Minor in Interdisciplinary Studies of Sociology and Psychology
- GPA 2.954

John Wood Community College, Quincy, Illinois
General Education Studies
- GPA 2.861

Awards Received

- Basketball Scholarship 2006-2008
- The Dean's Scholarship
- Dean's List Spring 2009

Activities and Service

Student Ambassador, Central Methodist University, Fayette, MO
- Give tours

- Provide information on CMU campus to prospective students

Service Day, Central Methodist University, Fayette, MO

- Worked in groups to perform service tasks for elderly people of the Fayette, Missouri community.

References are available upon request.

MAY 20 2013

No. 7440

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Kourtney C. Brawner

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor I

May 10, 2013-May 10, 2014

President

Alicia Ozenberger MAESAPP

Secretary

KATELYN B. CROSSGROVE

CAREER HIGHLIGHTS/QUALIFICATIONS

- *Works well with others*
- *Learns at a fast pace*
- *Handles constructive criticism well*
- *Has a positive attitude*
- *Works until project is complete*

EMPLOYMENT HISTORY

KELLY L. LOVEKAMP L.L.C Kirksville, MO
January 2008-January 2010

Position: Receptionist

- *Answered phones*
- *Handled money*
- *Made client appointments*
- *Filed paperwork*
- *Created a website for the firm*
- *Ran errands*
- *Set in on court trials*

JANKO'S SPIRITS & GRILL

Queen City, MO
March 2010-present

Position: Server

- *Serve tables*
- *Clean*
- *Bartend*
- *Very good communication skills*
- *Manage money*
  - *Work cash register*

PREFERRED FAMILY HEALTHCARE Kirksville, MO
July 2012-Present

Position: Community Support Specialist

- *Preparing treatment plans based on client needs*

- *Educating client's on substance abuse education*
- *Preparing clients to transition home*
- *Educating client on employment, education, relapse prevention, community resources, coping skills, and crime free lifestyle.*
- *Maintaining contact with parents and referrals regarding client's treatment progress*

EDUCATION

Moberly Area Community College (2009-2011) — Kirksville, MO
Associates Degree

Buena Vista University (2012-present) — Ottumwa, IA

- Majoring in Psychology and Human Services

Schuyler R-1 High School (2005-2009) — Queen City, MO
High school diploma

- *Varsity Cheerleading 4 years*
- *Family Career and Community Leaders of America 3 years*
- *Future Business Leaders of America 1 year*
- *Renaissance Program*
- *A+ Program*
- *Student SBE work program 2 years*
- *Student Council – class representative 4 years*

VOLUNTEER SERVICE

- *Worthington Baptist Church Vacation Bible School(3 years)*
- *Worthington Baptist Church Children's Youth Group*
- *Schuyler R-1 High School landscaping and painting parking lots*
- *Schuyler County Nursing Home*
- *Relay for Life*

References (available upon request)

Ausha Crow

Skills

- Japanese Language
- Microsoft Office Programs
- Organization
- Cultural Understanding
- People/Communication Skills
- Document Management
- SPSS
- Adaptation
- Time Management

Education

Truman State University, Kirksville, MO

- Bachelor of Arts in Sociology and Anthropology — GPA: 3.07/4.00
- Minor in East Asian Studies — May 2012

KCP International Japanese Language School, Tokyo, Japan — Summer 2011

- Language acquisition
- Communicated and encouraged interaction with other students
- Placed in school Speech Contest
- Mentor to new students from America in the same program

Employment

Preferred Family Healthcare, Kirksville, MO — November 2013 to Present

- Community Support Specialist
  - Assists client in locating housing, employment, completing education, and other various needs
  - Keep PO and legal team of client's up to date on progress
  - Educate client on life skills such as time management, budgeting, and health
  - Update and manage client files
  - Assist clients in the community if needed

Leadership Experience

Sigma Chi Delta, Alpha Chapter — Spring 2009-Spring 2012

- President — Spring 2011
  - Oversee other positions
  - Represent Sorority when needed
  - Provide structure and support for Organization
- Vice President — Fall 2010- Spring2011
  - Managed all other positions
  - Organization and update of binders and position related information
  - Note all changes to the constitution and provide an up-to-date copy to all positions
- Education Chairwoman — Spring 2011
  - Managed members GPA
  - Found tutors for classes if necessary
  - Instated 'Library Time'
- Risk Management — 2010
  - Instituted exercise regime
  - Looked after the well being of all sisters
  - Education sessions
- Held other important positions such as: Recruitment, Historian, Merchandising, Fundraising, and Assistant Treasurer
- Served as an Alumni Member from Spring 2011-Spring2012 where I was approached to help guide and train members in positions I held as well as maintain an "outside" perspective and opinion for internal problems or disputes.

Nichole Lee Duncan

- **Skills:**
  - Passion for helping others
  - Able to take direction well
  - Get along and work with people towards a common goal
- **Academic Background:**
  - *Truman State University*
    - Bachelors of Science in Justice Systems, December 2010
  - *Moberly Area Community College*
    - Associates of Arts degree, May 2008
- **Work History:**
  - Preferred Family Healthcare-Community Support Specialist
    - Provide case management and coordination of services, including scheduling treatment and discharge planning
    - Facilitating educational groups
    - Communicate with guardians regarding consumer care
  - *Schuyler County R-1 Schools*
    - *Para educator, August 2013-Current*
    - *One on one assistance for two students with Autism*
  - *Davis County Elementary*
    - *Para educator,* August 2012-May2013
    - One on one assistance with a special needs student
  - *Bright Beginnings Daycare*
    - Assistant Teacher, April 2011-November 2011
    - Provide childcare and a good learning environment for the kids
  - *The School of Arts and Letters, Truman State University*
    - Office Assistant, August 2009-December 2010
    - Answered phones, took messages, cleaned office, helped students
  - *Thousand Hills Dining Lodge*
    - Maid and General worker, April 2007-November 2008
    - Cleaned cabins and worked in restaurant
  - *Shelter Insurance*
    - Secretary, May 2005-August 2005
    - Summer job, answered phone and took messages, took payments, helped customers
- **References:**
  - Kendra Greathouse
    - Co-worker at Casey's General Store, 660-626-4364
  - Marie Delaney
    - Secretary for the School of Arts and Letters, 660-785-7777
  - Jennifer Donels
    - Principal for Davis Co. Elementary, 641-664-2221

Patricia K. Geosling

Objective

Position in the field of psychology, preferably working with adults.

Skills

Register Substance Abuse Professional Certification # 3462, Clinical Supervision Certification: Cert. #540

Experience in individual treatment planning for clients, dealing with mental health, health, family, legal, financial, employment, social, and community needs. Familiar with ADA ISAP intake screenings and assessments program. Able to complete alcohol and drug evaluations.

Education

1991 Northeast Missouri State Univ. Kirksville, MO

B.S. in Psychology

- GPA 3.1

1988 Indian Hills Community College Ottumwa, IA

Associates of Arts

Professional experience

Preferred Family Healthcare Kirksville, MO

September 2008-Present

Counselor

- Complete intake screenings and evaluation. Complete file review. Provide individual counseling and community support work.

July 2005 –September 2008 Preferred Family Healthcare, Inc. Kirksville, MO

Community Support Worker Supervisor

- Assist clients and family in accessing community resources such as housing, medical facilities, and other state funded programs, maintain contact with referral sources through verbal and written correspondence, educate clients with life skills, and provide individualized assistance to the clients and family to create a personal support system. Supervise Community Support Workers.

July 1998 – 2005 Preferred Family Healthcare, Inc. Kirksville, MO

Utilization Review Coordinator

- Conduct billing audits, complete intake screenings and evaluations, monitor services provided to consumers, oversee community support workers.

July 1998 – May 1999 Preferred Family Healthcare, Inc.Kirksville, MC

Lead Community Support Worker

- Supervise community support work provided to individuals participating in the adult substance abuse program and their families. This includes providing assistance to families with crisis intervention and connecting to community resources. Also involves completing assessments on individuals referred to the program.

March 1992 – June 1998 Preferred Family Healthcare, Inc. Kirksville, MO

Community Support Worker

- Provide assistance to clients and their families in obtaining and developing community resources, including employment, housing, education, and medical services. Complete written reports to referral sources and assist in discharge planning. Provide crisis intervention to clients and their families.

Interests and activities

Love to travel and spend time with my grandchildren

Member of Putnam Foundation (1991-1994)

Volunteer 4-H Leader (1987-1992)

Served on board of Putnam County Chamber of Commerce (1985 – 1986)

President of Putnam County Cattlewomen Association (1985 – 1986)

President of West Putnam County R-1 PTA (1984 – 1985)

No. 3462

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Patricia K. Geosling

Continues to meet the standards and qualifications of a
Registered Substance Abuse Professional
as determined by the Board.

President

Expiration Date: **4/30/2014**

No. 0894

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Patricia K. Geosling

Continues to meet the standards and qualifications of a
Certified Co-Occurring Disorders Professional
as determined by the Board.

President

Expiration Date: **4/30/2014**

HEIDI J. GROGG

Objective

I seek to use my skills and abilities of interacting with special needs children and experience of caring for them in creating a positive and encouraging environment for them to learn and grow into confident and responsible persons in society.

Professional Experience

PREFERRED FAMILY HEALTHCARE - KIRKSVILLE, MISSOURI 2012 to Current

Community Support Specialist

Associate Counselor/ Community Support Specialist for Outpatients

- Assist clients with transitioning back into the community with finding resources to maintain sobriety
- Identify areas that clients need assistance, such as sober leisure activities
- Work with schools to assist client with transition into their home schools
- Assist clients with identifying needs and resources for families
- Work with Juvenile officers and families
- Provide substance abuse counseling

BATTLE MONUMENT SCHOOL - DUNDALK, MARYLAND 2007 to 2012

Special Education Teacher

- Taught grades 3-12 Functional Academic Learning Supports program (FALS)
- Resource Teacher for Alt-MSA
- School wide Behavior Interventionist for 1 year
- Taught grades 6-10 in Behavior Learning Supports program (BLS) for 2 years
- Assistant Crisis Prevention Intervention (CPI) instructor for the county
- Helped to write Alt-MSA test artifacts for school
- Helped with Assistive Technology Department of the County
- Adapted Library books into Classroom Suite activities
- Adapted and designed curriculum to use with State Standards
- Kept portfolios for each student as a part of the state assessment process
- Wrote and implemented IEPs

POLK LIFE AND LEARNING CENTER – BARTOW, FLORIDA 1999 - 2007

Special Education Teacher

- Taught Medical High Risk Class for 5 years
- Taught in the Behavior/EMH class for 3 years

- Crisis Prevention Intervention (CPI) Instructor
- Developed School wide PBS program at the school
- Assisted with Prom, and various other extra-curricular activities
- Technology II training
- 2005-2006 Teacher of the Year
- Teacher mentor for first year teachers
- Adapted and designed curriculum to use with State Standards
- Assisted with adapting curriculum to state standards and tests
- Helped with Special Olympics

TAMPA LIGHTHOUSE FOR THE BLIND – WINTER HAVEN, FLORIDA 1995-1996

Resource Teacher

- Taught Braille
- Consulted with adult clients in their home to help them obtain greater independence
- Taught daily living skills
- Assisted clients with job skills

MCLAUGHLIN MIDDLE SCHOOL – LAKE WALES, FLORIDA 1993-1995

Special Education Teacher

- Taught 8th grade Severe Learning/Behavior self-contained Class
- Wrote and implemented IEPs
- Helped with Special Olympics

Education

WARNER UNIVERSITY – LAKE WALES, FLORIDA 1999

M.A. Education

- Specialization: Curriculum and Design

WILLIAM JENNINGS BRYAN COLLEGE – DAYTON, TENNESSEE 1989

B.A. Elementary Education

Certifications

SPECIAL EDUCATION TEACHING CERTIFICATE – STATE OF MARYLAND 1997

Relevant Interests

- Teach Sunday School for special needs children
- Volunteer for Special Olympics

No. 7782

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Heidi J. Grogg

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor I

January 10, 2014 - January 10, 2015

President

Secretary

James Hicks

EXPERIENCE

Preferred Family Healthcare, Kirksville, MO

Rehabilitation Technician / Associate counselor (June 2010-December 2011)

Recognize Associate Substance Abuse Counselor (RASAC II) Certification (I do not hold this anymore)
Continuing education in:

- 120 hours of essential learning's
- Ethics in drug treatment

Recovery Lighthouse, Sedalia, MO

Recovery Coach (October 2012- July 2013)

Missouri Recovery Support Specialist (MRSS) certification
Continuing Education in:

- Marriage and family in substance abuse treatment.
- Spirituality in Drug Treatment
- Ethics in Alcohol and Drug Counseling
- Group Counseling
- Motivational interviewing
- 12 Core Functions and 46 Global Criteria
- Solution Focused Therapy

Access to Recovery (ATRIII) Approved Staff
Matrix (Intensive Outpatient Treatment for People with Stimulant Use Disorders)
Group and individual substance abuse recovery counseling
Teaching substance abuse recovery and relapse prevention techniques
Proficient in CIMOR documentation and charging for services
Proficient in (Addiction Severity Index) ASI both computer and hard copy assessments
Cage index and initial and follow up GPRA (Government Performance and Results Act)
I managed and maintained this office during full length of employment.

Hannibal Council on Alcohol and Drug Abuse, Macon, Mo

Certified Substance Abuse Counselor (August 2013-December 2013)

Certified Alcohol Drug Counselor
Intakes and assessments
Individual sessions
Group session
Family conference
Office manager/Intake coordinator as well as the substance abuse counselor
I managed and maintained this office during the full time of employment.

Preferred Family Healthcare, Kirksville, Mo

Adult Substance Abuse Counselor (December 2013-to present)

Certified Alcohol Drug Counselor
Intakes and assessments
Individual sessions
Group session
Family conference & family therapy sessions

EDUCATION

- Moberly Area Community College
  Kirksville, Missouri (2010-2012)
  Associates of Arts Degree.
- Columbia College
  Columbia, Missouri (2013-Present)
  Working on Bachelors in Human Services estimated finish date is May of 2015

VOLUNTEER WORK

- Victim Impact Panel Sedalia, MO
  Presentation to audience to assist in providing education for the Victim's Impact Panel

Activities

- Narcotics Anonymous
  Spoke at various conventions and home groups to provide the message a recovery to the still suffering addict.
  SMRCNA (Southern Missouri Regional Conference of Narcotics Anonymous)
  Spoke on acceptance and delivered my story to a crowd of two hundred people.
  Attend at least two to three meetings a week and actively sponsor men in recovery as well as have a sponsor myself. I am working the twelve steps, traditions, concepts, and spiritual truths.

References

• Adriatik Linckani	Current Employer for 1 year	1-660-441-7447
• Jeff Hamlin	Friend for 10 years	1-660-341-6505
• Gary Waterhouse	Friend for 5 years	1-660-651-6528

No. 7649

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

JAMES F. HICKS

has met all the standards and qualifications required of an alcohol drug counselor as determined by the Credentialing Board and is hereby conferred the title of

CERTIFIED ALCOHOL DRUG COUNSELOR

Awarded on SEPTEMBER 9, 2013

President

Alicia Orenberg MACSAPP

Secretary

Kathleen M. Kelso, R.N.

OBJECTIVE: Dedicated, skilled, R.N. with healthcare experience wishing to obtain a position as registered nurse to gain experience in the mental health field.

EXPERIENCE:

02/12-Present

Registered Nurse-Preferred Family Healthcare-Kirksville, Missouri

Evaluation of the client's physical condition and the need for detoxification services
Recording initial patient medical histories and vital signs
Monitoring health status during social setting detoxification
Complete disease prevention, risk reduction and reproductive health education.
Arranging medical appointments dealing with medical conditions that occur during treatment and managing medical emergencies, such as accidental injuries and drug reactions.
Conferring with a physician as necessary or advocating for medical services through managed care organizations.
Arranging or monitoring special dietary needs for medical conditions.
Reviewing medication requirements with clients, educating the client and guardian (if necessary) about the benefits of taking prescribed medications as prescribed.
Monitoring medication compliance in regard to State Regulatory standards.

4/09 –2/12	STAFF NURSE – Green Hills Clinic – Kirksville, Missouri Perform nursing and clerical duties related to a general practice clinic.
10/03 – 6/09	SCHOOL BUS DRIVER/DISPATCHER – Weber Bus Inc. – Kirksville Driver for assigned route. Dispatcher/office assistant for public school busing service.
6/90 – 9/2000	LABORER – Hy-Test Shoe Company – Kirksville, Missouri. Perform general duties in a fast-paced factory setting. Department union leader.

EDUCATION:

11/2010 – 11/2011	Indian Hills Community College-Associate Degree Nursing, Associate of Applied Science.
8/09 – 7/2010	Kirksville Area Technical Center- Practical Nursing Program

1/07 – 5/09	Moberly Area Community College – Associate of Arts Degree
06/1993	Indian Hills Community College – High School Equivalent/GED

AFFILIATIONS:

Phi Theta Kappa International Honor Society – member 2008.
Appointed President over all five Moberly Area Community College campuses - 2009

Missouri State Association of Licensed Practical Nurses, Inc. – since 2009

National Technical Honor Society – since 2009

REFERENCES

Dr. Robert Parsonson, D.O., LLC 401 South Baltimore Street	660-734-2226
Mrs. Deborah Slattery, BSN 1103 South Cottage Grove Avenue	660-626-1470
Steve Trueblood 1315 North Baltimore Street	660-665-2541

JUL 01 2013

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2008011256
KATHLEEN A MITCHELL

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2008011256

KATHLEEN A MITCHELL

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Lindsay K. Drury

Professional Profile

Dedicated to providing individual, family, and group therapy to individuals who have experienced a traumatic life event. Clinical Mental Health Counselor, experienced in using evidenced based treatment models. Passionate about continuing education and working with a multidisciplinary team to accomplish goals and to create system wide change.

Education

2008-2011 **University of Phoenix – Salt Lake City, Utah**
Masters in Mental Health Counseling – Graduated June 2011
Clinical Mental Health Counselor – 10/25/2013-09/30/3016 #7834048-6004

2004–2008 **University of Utah – Salt Lake City, Utah**
Bachelors of Social Work – Graduated May 2008
Social Service Worker License – 1/13/2011-9/30/2014 #7834048-3503

Employment

2013 – Present **Preferred Family Healthcare – Associate Counselor**
Counsel adults and families who are in recovery or have experienced trauma. Lead both education and counseling groups focusing on trauma, relapse prevention, and healthy coping skills. Provided collaborative care with treatment team and outside referral sources.

2012 – 2013 **Valley Mental Health – School Based Therapist**
Began working with the "Community Schools" beta program collaborating with Valley Mental Health and Canyons School District to provide therapy and other resources to families and students attending two Title-I elementary schools in the district who would not otherwise be able to attend therapy or gain access to resources.

2011-2012 **Primary Children's Medical Center – Social Worker/Therapist**
Worked with parents and children in crisis by collaborating with a multidisciplinary team to triage emergent situations. Provided therapy using evidence based treatment models including Parent Child Interaction Therapy and Trauma Focused Cognitive Behavioral Therapy at child abuse and trauma outpatient clinic.

2008–2011 **University of Phoenix – Senior Enrollment Counselor**
Supervised group of "team leads" by planning monthly meetings, scheduling individual staff development, and teaching quality improvement strategies. Counseled potential students on educational goals and career development.

2010–2011 **Acute Children's Extended Services – Intern**
Conducted assessments, developed treatment plans, and counseled children and families at an outpatient clinic for children with behavioral and emotional concerns. Used behavioral based treatment modalities to increase functioning in the home and school environments.

2007-2008 **Lifeline Adolescent Treatment Center – Intern**
Facilitated group and individual therapy sessions and managed the group home for adolescents in an inpatient drug and alcohol treatment facility. Counseled adolescents focusing primarily on reasons for drug use, coping strategies, educational development, stressors, and healthy relationships.

2006-2007 **Valley Mental Health – F.I.R.S.T**
Assisted children and parents to develop appropriate social and parental skills at a court ordered treatment facility for parents who have drug convictions. Worked to keep families in recovery together by managing current problems to integrate back into the community.

Volunteer

2009-Present **Koins for Kenya**
Work with Koins leaders to raise money for upcoming expeditions. Traveled to Kenya and worked with Kenyan villagers to construct schoolhouses, teach educational classes, assist medical team, plan art projects for children, and shadow the daily lives of villagers.

2009-2012 **Dream Academy**
Mentored a child who is experiencing difficulty in her life and worked to develop self esteem and direction by being a positive role model. Continue to keep in touch via email and phone to maintain relationship and offer support.

No. 7685

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Lindsay L. Drury

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor II

Awarded on October 8, 2013

Missouri Substance Abuse Counselors Certification Board, Inc.
MSACCB
Inc. June 1977

President

Alicia Ozenbaugh MACSAPP
Secretary

OCT 24 2013

Andrea R. Kincanon

OBJECTIVE:

To obtain employment at the Preferred Family Healthcare facility as a Clinical Supervisor.

EDUCATION:

Truman State University, Kirksville, MO
Bachelor of Science in Justice Systems
Minor in Sociology
Date of Graduation: May 2003

PREVIOUS EMPLOYMENT:

Preferred Family Healthcare- Kirksville, MO (May 2003 – Present)
Community Support Worker 2003-2006
Lead Community Support Worker 2006-2009
Community Support Worker Supervisor April 1, 2009 to October 1, 2013
Adolescent Clinical Supervisor October 1, 2013 to Present
Duties: Providing direction to Therapists, RN's and Community Support Specialists, participating in treatment planning, facilitating weekly staffing, completing file review, provide oversight for billable activities, monitoring program budget, maintaining relationships with other agencies and referrals, and coordinating program activities. Provided leadership to staff and advocated for the program in the community. Also, completed intakes and made recommendations based on client need.

Sho-Me Cash- Kirksville, MO (October 1999 – 2003)
Clerk
Duties: Assisting the community with loans and phone service.
Investigation and collection of returned checks. Organizing payment schedules for the repayment of loans and returned checks. Maintaining good public relations with customers. Organizing and recording customer confidential files and loan paperwork. Balancing all transactions and the end of each working day, week, & month.

Bruce Normile Juvenile Justice Center- Kirksville, MO (March 2003-present)
Academic Tutor
Duties: Promoting good study skills to youth and assisting youth with homework in all areas of study.

Pizza Hut- Kirksville, MO (August 2000-February 2002)
Waitress
Duties: Assisted and served customers; answered incoming phone orders.

Adair County Public Library-Kirksville, MO (June 1997-October 1999)
Clerk
Duties: Assisted and located books for the public
Organized shelves and shelved books
Served the public by checking out and checking in books
Participated in organizing the Summer Reading Program for children
Prepared and performed a puppet show for the children
Organized displays and bulletin boards.

Ponderosa- Kirksville, MO (October 1998-June 1999)
Clerk/Waitress
Duties: Prepared and served food to the public
Trained new employees
Cleaned the restaurant
Assisted the customer by taking food orders

Adair County Humane Society- Kirksville, MO (April 1996-June 1997)
Clerk/Volunteer
Duties: Organized and cleaned facility
Fed and watered the animals
Groomed and socialized the animals
Administered shots and medicine to animals
Assisted the public with adopting animals

AWARDS/HONORS

Honor Roll (Kirksville HS) 1996-1999
National Honor Society (Kirksville HS) 1997-1999
Academic Recognition be Missouri Board of Education for College Preparatory Studies (Kirksville HS)
Certified Criminal Justice Professional Certification (CCJP)

COMPUTER EXPERIENCE

Windows
Microsoft Word
Excel
PeachTree Accounting
Telecheck Loan Software

RECEIVED MAY 24 2012

No. 4436

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Andrea R. Kincanon

Continues to meet the standards and qualifications of a
Certified Criminal Justice Addictions Professional
as determined by the Board.

President

Expiration Date: 4/30/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Missouri Substance Abuse Professional Credentialing Board
Presents this $10.00 Coupon to:

Andrea R. Kincanon

This coupon entitles you to receive $10.00 off any MSAPCB Regional Training. You are receving this $10.00 coupon in appreciation for renewing your MSAPCB credential(s).

This coupon expires October 31, 2013.
This coupon is not redeemable for cash.

Jennifer Lynn Lunsford

1. Works well without supervision.
2. Well rounded, flexible team player, and has the ability to learn quickly.
3. Skilled in applying logical, common sense approach to seeking practical solutions.
4. Well organized, inquisitive problem solver who enjoys challenges.
5. Ability to prioritize and remained focused on the essence my expectations.
6. Understanding of the state confidentiality laws and regulations.
7. Determined and a self starter on all tasks.
8. CPI and various essential learning tasks.
9. CPR/First Aid trained
10. Great time management skills.

Experience

Preferred Family Healthcare 4/26/2010 to present
Counselor

- Counsels clients on various goals in the treatment plan.
- Organizes client's charts and the initial paperwork in sessions.
- Facilitates Counseling groups with the clients

Preferred Family Healthcare 3/10/2008 to 4/26/2010
Rehabilitation Tech (Adult CSTAR)

- Supervision of consumers
- Managed medications and administration/detox medical need
- Maintained structure and facilitated groups
- Handles various bookkeeping duties and assisted in transporting of consumers
- Process client files and intake paperwork

Education

Currently enrolled in Buena Vista University specializing in Bachelors degree in Psychology and Social Work.
Moberly Area Community college Graduated with an AA in May of 2010
High School Diploma- Green City R-1

Achievements

Employee of the month award April 2009 at Preferred Family Healthcare

No. 5803

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Jennifer L. Lunsford

Continues to meet the standards and qualifications of a
Certified Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

TAMARR MACLIN

OBJECTIVE

To work in a challenging and stimulating environment that allows professional growth with opportunity to use my past experiences, positive attitude, interpersonal skills, and enrich my skills and knowledge base.

EDUCATION

MISSOURI STATE UNIVERSITY, Springfield, MO — Springfield, MO
Bachelor of Science in Recreation and Leisure Studies — August 2001-August 2006
Athletics Basketball — 2001-2005
Continued Education — 2011-2012

CAREER HISTORY

PREFERRED FAMILY HEALTH — Kirksville, MO
Associate Counselor — June 2013- Present

- Participate in screening/assessment process under the direction of licensed/certified therapist within appropriate time frames as designated by State Regulatory/CARF/agency standards
- Develop treatment plans for clients in accordance with State Regulatory/CARF guidelines that demonstrate evolution and individualization based on information gathered from assessments under the supervision of licensed/certified therapist.
- Document all the services provided
- Assist consumers through transition process and complete any final correspondence such as transition summary, plan, letter etc.
- Handle crisis situations as they occur, notifying supervisor when policy dictates

ARC OF THE OZARKS — Springfield, MO
Behavioral Technician Supervisor — Feb 2012- April 2013

- Support individuals with dual diagnoses, predominantly developmental disability and psychological/behavioral disorders.
- Record daily activities, progress, and concerns related to individuals personal care plan and review weekly progress notes and submit monthly summaries.
- Teach and monitor daily living, behavioral, and social skills to ensure improved ability and independence.
- Provide assistance with and transportation to home visits, appointments, personal shopping, and activities.
- Administer medication as prescribed and ensure proper administration by staff members.
- Monitor and record food intake and oversee dietary recommendations and restrictions.

CHILD CENTER MARYGROVE — St. Louis MO
Recreation Therapist — 2010 - 2011

- Develop, organize, and carry out recreational programs to meet needs of individuals.
- Assess individuals and plan activities in accordance with therapeutic needs to increase ability, social skills and self-esteem.
- Create recreational treatment plans that serve to enhance individuals' health, emotional stability, self-esteem, social skills, and overall functioning.
- Interface with community resources and agencies to secure recreational activities and inter-agency sports.
- Submit quarterly reports of participation and individual goal progress.

ALTERNATIVE OPPORTUNITIES St. Louis MO
Lead Youth Transition Specialist 2009 - 2010

- Assist young adults ages 18-21 transitioning into independent living, work and functioning in the community.
- Act as liaison between individual, school, case worker, and other agencies.
- Provide supervision over various activities and enable individuals to achieve goals more effectively.
- Assist with school and job placement and provide assistance with evaluations.
- Maintain records of visits and development and provide monthly progress summaries.

LIFE SKILLS St. Louis, MO
Employment Specialist/ Retention Specialist 2008 - 2009

- Assist individuals with job placement by assessing abilities, interests, behavioral limitations, and overall qualifications.
- Provide on-site supervision and job coaching to ensure successful outcomes.
- Maintain open communication with individuals, supervisor, and vocational rehabilitation counselor and serve as a liaison between individual's employer and Life Skills.
- Maintain records of visits with individuals and on-site progress and monthly summaries of overall progress.

HOGAN STREET REGIONAL YOUTH CENTER St. Louis, MO
Youth Specialist 2007

- Provide supervision, rehabilitation, and behavioral interventions to juveniles placed with Division of Youth Services.
- Supervise and implement daily activities that included recreational time, school work, group therapy, personal responsibilities, and self-reflection.
- Monitor and record daily activities, behavioral concerns/issues, and goal progress.

BOYS AND GIRLS TOWN Springfield, MO
Child Care Worker 2006 - 2007

- Supervise, organize, and carry out daily activities for children.
- Assist with and coordinate group counseling sessions that focus on individual concerns and progress.
- Maintain daily records that reflect behavior, goal progress, and medical concerns.

SPECIAL TRAINING

- Safe Crisis Management, Sexual Harassment
- Advanced MANDT, Blood Bourne Pathogens, Adult/Child CPR, First Aid, and HIPAA

REFERENCES:

Carolyn Hembree
English Department at Missouri State University
417-886-7199

Demetrius Thompson
Information Management Consultant at Williams Energy
417-894-8427

Andria Coleman
Recreation Therapist at Child Center Marygrove
314-922-7983

No. 7645

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Tamarri C. Maclin

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor I

September 12, 2013-September 12, 2014

Missouri Substance Abuse Counselors' Certification Board, Inc.
MSACCB
Inc. June 1977

Cliff [illegible] CASAC
President

Alicia Ozenbergin MACSAPP
Secretary

Carrie A. Maggart

EDUCATION

Moberly Area Community College - Moberly, Missouri
Associate of Arts Degree, 2007
Columbia College- Columbia, Missouri
Bachelor of Arts in Psychology, 2009, *Summa Cum Laude*
Minor in Sociology
Truman State University – Kirksville, Missouri
Master of Arts in Counseling, December 2011

CREDENTIALS

Provisional Licensed Professional Counselor, PLPC
Recognized Associate Substance Abuse Counselor II, RASACII, Missouri Substance Abuse Professional Credentialing Board (MSAPCB), 5979

PROFESSIONAL EXPERIENCE

August 2012-Present — ***Preferred Family Healthcare*** – Kirksville, Missouri
Therapist, MA, PLPC

-Provide individual, group, and family counseling services to adolescent and adult consumers
-Provide trauma and co-occurring therapy services
-Conduct assessments
-Treatment Planning
-Develop, plan, organize, and implement appropriate guidance, educational, and recreational groups and activities for consumers
-Support consumers in their efforts to learn and utilize new life skills and coping mechanisms

March 2011-August 2012 — ***Preferred Family Healthcare*** – Kirksville, Missouri
Associate Counselor, ***RASACII***

-Individual and group counseling
-Assessment
-Treatment Planning
-Develop, plan, organize, and implement appropriate guidance, educational, and recreational groups and activities for consumers
-Enforce facility rules in a firm, fair, and consistent manner
-Support consumers in their efforts to learn and utilize new life skills and coping mechanisms
-Monitor consumer phone calls with family
-Conduct breathalyzer tests
-Collect urine samples for analysis
-Provide documentation regarding conducted groups, incident reports, phone calls, visitors, consumer passes, consumer property, medication, and disciplinary action

2009-March 2011 ***Preferred Family Healthcare*** – Kirksville, Missouri
Rehabilitation Technician

-Supervise adolescent consumers in all of their daily activities
-Administer medications to consumers
-Provide clinical staff with feedback regarding consumer well-being, specifically, reporting consumer successes along with emotional, behavioral, psychological, and pharmacological concerns
-Develop, plan, organize, and implement appropriate guidance, educational, and recreational groups and activities for consumers
-Enforce facility rules in a firm, fair, and consistent manner
-Support consumers in their efforts to learn and utilize new life skills and coping mechanisms
-Monitor consumer phone calls
-Conduct breathalyzer tests
-Collect urine samples for analysis
-Provide documentation regarding conducted groups, incident reports, phone calls, visitors, consumer passes, consumer property, medication, and disciplinary action
-Search, verify identity of, and supervise visitors to the facility
-Conduct searches of the facility and all consumers

1995 – 2010 ***Carrie's Child Care*** – Kirksville, Missouri
Owner/Operator In-Home Daycare Facility

-Advocate and provide for the basic needs of the children under my care
-Provide safe, structured, consistent and nurturing environment for approximately 5 children
-Assist with important transitions, such as potty training and weaning from the bottle
-Help children with diagnosed disorders such as ADHD and ODD, various developmental disorders find their strengths, reach their goals, and feel successful
–Plan, coordinate, and supervise recreational and education activities
-Provide structured and unstructured opportunities for exploration and education
-Plan and prepare nutritious meals and snacks
-Handle all budgeting and book keeping duties, as well as business purchases
-Encourage physical, emotional, and intellectual growth
-Utilize discipline techniques that are age appropriate and in accordance with the AAFP
-Teach pre-school fundamentals, along with social and problem solving skills
-Provide physical therapy and administer medications when required
-Work with parents in order to assess and meet the individual needs of each child
-Identify and address behavioral, developmental, and emotional issues that a child may be experiencing
-Watch for and report signs of abuse and neglect
-Offer guidance and support to parents and provide information and materials to encourage their parenting and problem solving skills

2002-2006 ***Adair County Division of Family Services***-Kirksville, MO.
Foster Parent

- Provide a positive, safe, stable, and growth-fostering environment for children in need of alternative living arrangements.
-Attend family support meetings, court hearings, team meetings as part of collaborative effort to meet needs of children

1994-1995 ***Northeast Regional Medical Center*** – Kirksville, MO.
Certified Medical Technician

-Perform blood draws
-Attend to basic patient needs
-Perform CPR, if called upon
-Take patient vital signs at designated intervals and record results in patient charts
-Assist patients with bathing, feeding, dressing, as needed

Association Memberships
Missouri School Counselor Association
Phi Kappa Phi Honor Society

Recent Continuing Education

Event/Course/Conference/Workshop	**CEU's**
Adolescent Suicide, Preferred Family Healthcare, Kirksville, MO. January 2011.	2.50
ARP101, Preferred Family Healthcare, Kirksville, MO. May 2011.	3.00
Attachment Disorders & Treatment Approaches, Preferred Family Healthcare, Kirksville, MO. May 2011.	1.50
Calming Children In Crisis, Preferred Family Healthcare, Kirksville, MO. May 2011.	1.50
Confidentiality, Preferred Family Healthcare, Kirksville, MO. May 2011.	1.00
Corporate Compliance, Preferred Family Healthcare, Kirksville, MO. Jan. 2011.	0.30
Cultural Diversity, Preferred Family Healthcare, Kirksville, MO. May 2011.	4.00
Emergency Procedures, Preferred Family Healthcare, Kirksville, MO. May 2011.	1.00
Infectious Control, Preferred Family Healthcare, Kirksville, MO. May 2011.	1.00
Motivational Interviewing, Preferred Family Healthcare, Kirksville, MO. May 2011.	4.00
The Office, Preferred Family Healthcare, Kirksville, MO. July 2011.	2.00
CPI, Preferred Family Healthcare, Kirksville, MO. March 2011.	8.00

REFERENCES

Christoper Maglio, Ph.D.
Professor of Counseling
Department of Education
School of Health Sciences & Education
Truman State University
2364 Violette Hall
100 E. Normal Street
Kirksville, MO 63501
660-785-4403

Christine Snelling, BS, MA
Social Worker, Early Childhood School Counselor
Kirksville RIII School District, Early Childhood Center
1405 S. Cottage Grove
Kirksville, MO 63501

Kirksville, MO 63501
(660)665-0223

Personal Data

Birth Date: October 2, 1975
Birth Place: Kirksville, Missouri

Education

12/11 M.A. in Counseling GPA:4.0
Truman State University, Kirksville, Missouri

10/09 B.A. in Psychology, GPA: 3.95
Minor in Sociology
Columbia College, Columbia, Missouri

12/06 Associate of Arts, GPA: 4.0
Moberly Area Community College, Moberly, Missouri

Psychology and Counseling Course Experience

Fall 2011 **COUN 681G Internship Secondary Education** 6 Credit Hours
Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Fall 2011 **COUN 680G Internship Elementary Education** 6 Credit Hours
Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Summer 2011 **COUN 657G Diagnosis & Assessment in Counseling** 3 Credit Hours
Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Summer 2011 **COUN 603G Psychological Testing** 3 Credit Hours
Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Spring 2011 **COUN 662G Analysis of Student & Learning Problems** 3 Credit Hours
Instructor: Christy Grissom
Truman State University, Kirksville, Missouri
Grade: A

Spring 2011 **COUN 656G The Counseling Relationship** 3 Credit Hours

Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Fall 2010 **COUN 660G Educational & Occupational Info.** 3 Credit Hours
Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Fall 2010 **COUN 666G Human Growth and Development** 3 Credit Hours
Instructor: Brenda Niemeyer
Truman State University, Kirksville, Missouri
Grade: A

Spring 2010 **COUN 641G The Counseling Profession** 3 Credit Hours
Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Spring 2010 **COUN 664G Theories & Techniques of Counseling** 3 Credit Hours
Instructor: Thomas Barhorst
Truman State University, Kirksville, Missouri
Grade: A

Summer 2010 **COUN 644G Qualitative & Quantitative Research** 3 Credit Hours
Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Summer 2010 **COUN 654G Social and Cultural Foundations** 3 Credit Hours
Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Summer 2010 **COUN 661G Principles & Practices of Guidance** 3 Credit Hours
Instructor: Chris Yunick
Truman State University, Kirksville, Missouri
Grade: A

Summer 2010 **COUN 663G Group Procedures in Guidance** 3 Credit Hours
Instructor: Christopher Maglio
Truman State University, Kirksville, Missouri
Grade: A

Spring 2009 **PSYC 495 Integrative Psychology** 3 Credit Hours
Instructor: Ben Shriver
Columbia College, Columbia Missouri
Grade: A

Winter 2009 **PSYC 325 Research Design** 3 Credit Hours
Instructor: Karen Ryabchenko
Columbia College, Columbia, Missouri
Grade: A

Winter 2008 **PSYC 460 Clinical and Counseling Psychology** 3 Credit Hours
Instructor: Nathan Griff
Columbia College, Columbia, Missouri
Grade: A

Winter 2008 **PSYC 412 Learning & Cognition** 3 Credit Hours
Instructor: Linda Shultz
Columbia College, Columbia, Missouri
Grade: A

Fall 2007 **PSYC 381 History & Systems of Psychology** 3 Credit Hours
Instructor: Richard James
Columbia College, Columbia, Missouri
Grade: A

Fall 2007 **PSYC 385 Human Sexuality** 3 Credit Hours
Instructor: Nancy James
Columbia College, Columbia, Missouri
Grade: A

Fall 2007 **PSYC 310 Crisis Intervention** 3 Credit Hours
Instructor: John Vogel
Columbia College, Columbia, Missouri
Grade: A

Fall 2007 **PSYC 360 Social Psychology** 3 Credit Hours
Instructor: Wendy Nickerson
Columbia College, Columbia, Missouri
Grade: A

Spring 2007 **PSYC 324 Statistics** 3 Credit Hours
Instructor: Rod Troyer
Columbia College, Columbia, Missouri
Grade: A

Spring 2007 **PSYC 450 Abnormal Psychology** 3 Credit Hours
Instructor: Bruce Cameron
Columbia College, Columbia, Missouri
Grade: A

Winter 2007 **PSYC 304 Personality Theory** 3 Credit Hours
Instructor: Jeff Kocher
Columbia College, Columbia, Missouri
Grade: A

Fall 2004	**PSYC 330 Human Lifespan Development** Instructor: Deb Masten Moberly Area Community College, Moberly, Missouri Grade: A	3 Credit Hours
Spring 2004	**PSYC 391 Child Psychology** Instructor: Deb Masten Moberly Area Community College, Moberly, Missouri Grade: A	3 Credit Hours
Fall 2004	**PSYC 101 General Psychology** Instructor: Deb Masten Moberly Area Community College, Moberly Missouri Grade: A	3 Credit Hours

Academic Awards

Winter 2009 Summa Cum-Laude
Columbia College, Columbia, Missouri

Fall 2008 Dean's List
Columbia College, Columbia, Missouri

Spring 2008 Dean's List
Columbia College, Columbia, Missouri

Fall 2007 Dean's List
Columbia College, Columbia, Missouri

Spring 2007 Dean's List
Columbia College, Columbia, Missouri

Spring 2006 President's List
Moberly Area Community College, Moberly, Missouri

Fall 2005 President's List
Moberly Area Community College, Moberly, Missouri

Employment Experience

August 2012-Present **Therapist, MA, PLPC**
Preferred Family Healthcare, Kirksville, MO.
Responsible for providing trauma and co-occurring therapy services for adolescent and adult consumers in a residential substance abuse treatment facility. Also provide group and family therapy services. Job duties include assessment, treatment planning, individual, group, and family therapy, documenting, and referral services.

Nov.2010-August 2012 **Associate Counselor, RASACII**

Preferred Family Healthcare, Kirksville, MO.

Responsible for providing individual and group counseling services to an adolescent, residential and outpatient clients. Job duties include screening and assessment, treatment planning, referral services, education, group planning and implementation, and providing documentation.

Dec. 2009-November, 2010 **RT**

Preferred Family Healthcare, Kirksville, MO.

Responsible for the supervision of an adolescent population of up to 26 consumers housed in a rehabilitation facility. Duties include, but are not limited to: administering medications to client population, planning and implementing educational, recreational, and therapeutic groups and activities, providing feedback and documentation to clinical staff, and enforcing facility rules.

1995 - 2010 **Owner/Operator**

Carrie's Child Care, Kirksville MO.

Responsible for providing a safe and structured learning environment for approximately 5 children.

Supervisor: Self 660-665-0223

2002-2006 **Foster Parent**

Adair County Department of Social Services

Responsible for providing a positive, safe, stable, and growth-fostering environment for children in need of alternative living arrangements.

Personal References

Christoper Maglio, Ph.D.
Professor of Counseling
Department of Education
School of Health Sciences & Education
Truman State University
2364 Violette Hall
100 E. Normal Street
Kirksville, MO 63501
660-785-4403

Christine Snelling, BS, MA
Social Worker, Early Childhood School Counselor
Kirksville RIII School District, Early Childhood Center
1405 S. Cottage Grove
Kirksville, MO 63501
660-626-1459

Tonda Lain, BS,
Self-Directed Coordinator
Kirksville Regional Office

State of Missouri

Division of Professional Registration

Provisional License Professional Counselor

VALID THROUGH JULY 15, 2014
ORIGINAL CERTIFICATE/LICENSE NO. 2012024290
CARRIE A MAGGART
RANDALL BACON-2001025449

USA

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH JULY 15, 2014
ORIGINAL CERTIFICATE/LICENSE NO. 2012024290

CARRIE A MAGGART
RANDALL BACON-2001025449
PREFERRED FAMILY HEALTHCARE
1101 S JAMISON
KIRKSVILLE MO 63501
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

April Moore

Overview

I have worked for Preferred Family Healthcare for over four years. I have served Preferred Family Healthcare in multiple areas along the years. I started out as a Rehabilitation Technician for the Adult CSTAR program, worked my way up to Rehabilitation Technician/Associate Counselor, then I transferred over to the Adolescent program as an Associate Counselor. Currently I maintain a position as an Adolescent Counselor, part of the STARS Drug Court Team in Sullivan county and as a Virtual World Counselor.

Education

Certified Alcohol Drug Counselor (January 7, 2014)

Moberly Area Community College (2010-2011)

- World of Religions
- Computer Technology
- History of Music

Experience

Counselor (May 1, 2013– Current)

Preferred Family Healthcare (1101 South Jamison Kirksville, MO 63501
One on one sessions with client, treatment planning, substance abuse evaluation and assessments, chart preparation, documentation, maintaining contact with referral sources and guardians, counseling groups, education groups, crisis intervention.

Rehabilitation Technician/Associate Counselor (January 2012-May 2013)

Preferred Family Healthcare(1101 South Jamison Kirksville, MO 63501)
One on one sessions with client, counseling groups, education groups, supervision, medical care, assisted client in receiving their medications, assisted detoxification of clients, answered phones, documented client progress, interacted with client's treatment team.

Rehabilitation Technician (October 5, 2009-May1, 2013)
Education group facilitation, supervision of clients, answering phones, assisting treatment teams, assisted client's with their medications and with those with a detoxification status.

Skills

- Loyal, hardworking and energetic. It is important to me to give clients quality customer service. I take pride in my work and believe that it is important to give other's the best that I have. In the past I have made arrangements for various speakers and volunteers to come to Preferred Family Healthcare. I have also assisted in organizing a Car Wash Fundraiser to help raise money for the Buddy Pack Program. I look forward to projects that I can assist with in the future.

1-13-14

No. 6544

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

APRIL D. MOORE

has met all the standards and qualifications required of an alcohol drug counselor as determined by the Credentialing Board and is hereby conferred the title of

CERTIFIED ALCOHOL DRUG COUNSELOR

Awarded on JANUARY 7, 2014

President

Secretary

Laura Elizabeth Nickelson

EDUCATION

AT Still University of Health Sciences, Kirksville, MO
Doctor of Health Education **2012**
Dissertation: Assessing the Value of Human Relations in Education Course for Pre-Service Teachers
Honors: Top Grade Point Average (4.0) in the Doctorate of Health Education Program

Truman State University, Kirksville, MO
MA Counseling **2001**
Thesis: A Comparative Study of Student and Parent Role Perceptions and Expected Functions of an Elementary and High School Counselor

Northeast Missouri State University, Kirksville, MO
MAE Elementary Education **1995**
Case Study: Reflections on Implementing Active and Cooperative Learning Techniques in a Sixth-Grade Classroom

Northeast Missouri State University, Kirksville, MO
Bachelor of Science Sociology/Anthropology **1993**
Honors: Cum Laude
All American Scholar 1990

PROFESSIONAL EXPERIENCE

Preferred Family Healthcare, Kirksville, MO *1994-Present*
Family Therapist ***Current***

- Provide counseling services for individuals and the family unit
  - Individual substance abuse counseling
  - Individual trauma counseling
  - Participate in team planning and diagnostic disposition conferences
  - Complete any file/charting deficiencies within appropriate time frame
  - Meet weekly productivity expectations as outlined be program and company requirements
- Establish and carry out treatment plans for adolescent clients

Residential Technician

- Performed duties of a Residential Technician with an adolescent population in a group home and residential setting for seven years
  - monitored safety and well-being of adolescents in a substance abuse program
  - educated clients on everyday living skills, substance abuse recovery, recreational and leisure skills through group settings
  - acquired knowledge in medication administration, First Aid and CPR, dual diagnoses populations and Peaceful Intervention courses focused on positive

conflict resolution

Truman State University, Kirksville, MO
Director of Field Experiences/Instructor in Education ***2005-Present***

- Oversee the Field Experience Office and all clinical placements for the Master of Arts in Education Program
  - Three to five hundred placements per academic school year
  - Maintain Education Field Experiences Blackboard Course
- Coordinate with the Certification Officer to host a number of Professional Orientations throughout the academic year
  - Truman Week orientation for Department of Education
  - ED 388 Exploratory Field Experience Orientation
  - ED 393 Clinical Experiences in Education Orientation
  - Internship Orientation
  - Internship Mentor Orientation
- Maintain and update program handbooks and paperwork (Semester and/or Annual)
  - ED 388-MAE Field Experiences Professional Requirements Handbook
  - ED 393/394-Mentor and pre-service teacher handout; introductory letter; assessments
  - New Admits Handbook
  - Internship Professional Handbook
- Assessments/Data Collection for the MAE Program
  - ED 393/394 Mentor Feedback
  - ED 609 Mentor Survey
  - ED 609 Mentor Data
  - ED 609 Intern Survey
  - ED 609 Site Visit Reports
    - Maintain administrative site
    - Monitor submissions
- MAE courses taught
  - ED 100 Elementary Seminar
  - ED 388 Exploratory Field Experiences in Education
  - ED 389 Foundations of Education
  - ED 393 Clinical Experiences in Education
  - ED 608 Parts I and II Elementary Education Management of Instruction
  - ED 607 Applied Educational Psychology
  - ED 625 Human Relations in Education
  - GER 609 Internship
  - GER 632 Research/Applied Educational Psychology
- Supervise MAE interns
  - Previously Elementary and currently All levels for the DoDDS Program
  - Research Supervisor
- Coordinator for the International Department of Defense Dependent Schools advise and supervise MAE graduate students
  - Application and Interview process
  - Coordination and communication with DoDEA in Virginia for placements
  - Eighty-three (83) total placements secured since Fall 2005
  - Research Supervisor

Temporary Instructor in Education ***2004-2005***

- taught Counselor Preparation Program courses
  - COUN 641 The Counseling Profession
  - COUN 650 Community Counseling Seminar
  - COUN 652 Family Counseling
  - COUN 656 The Counseling Relationship
  - COUN 657 Diagnosis & Assess in Counsel
- taught MAE courses
  - ED 389 Foundations of Education
  - ED 100 Elementary Seminar
- supervised MAE interns
- supervised counselor preparation practicum students

Adair Co. R-I School District, Novinger, MO
Elementary Counselor ***1998-2004***

- developed the current K-6 guidance program and curriculum for the district
- taught K-6 elementary guidance units
- provided individual and small group counseling services to K-6 students
- provided crisis intervention counseling and taught peaceful conflict resolution techniques
- consulted with faculty and staff for appropriate referrals to community resources and organizations
- served as a member of the Special Education Team

Elementary Educator ***1995-1998***

- taught in fifth and sixth grade self-contained and departmentalized classrooms
- responsible for curriculum development

Kirksville R-III/NMSU, Kirksville, MO
Kirksville Summer School Program-Teacher of Record ***1994-1998***

- performed mentoring duties and provided feedback and guidance for future teachers in the MAE program
- responsible for all direct supervision of students enrolled at grade level and managed student assessment
- demonstrated/modeled effective teaching techniques as well as classroom management strategies for MAE students

LICENSES & CERTIFICATES

- Missouri Elementary Education 1-8 Teaching Certificate
- Missouri School Counselor K-12 Certificate
- National Certified Counselor (NCC)
- Missouri Licensed Professional Counselor (LPC)

ORGANIZATIONS & ACTIVITIES

- SMSTA (Student Missouri State Teachers Association) Faculty Sponsor: TSU 2005-Present
- MACTE (Missouri Association of Colleges for Teacher Education)-Voting Member
- NBCC (National Board of Certified Counselors) Member
- Elementary Convener: MAE Program 2005-2007
- Faculty Senate Alternate: TSU 2005-2007
- Character*Plus* Grant-Submitted and received funding 2001-2004
- Character Education Coordinator & Committee Chair 2001-2004
- MSIP (Missouri School Improvement Plan) Review Committee Team Member-Guidance and Counseling and District MSIP Review preparation
- Chairperson of Professional Development Committee 2002-2003
- GOALS 2000 Grant-Submitted and received funding 2000-2002
- AIDS Awareness Grant-Submitted and received funding 2000-2001
- Bibliotherapy Grant-Submitted 1999-2000 school year

JUN 19 2013

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2004016482
LAURA NICKELSON

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2004016482

LAURA NICKELSON

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

nbcc™

National Board for Certified Counselors, Inc.™

Certifies that

Laura E Nickelson

has successfully met the professional counseling standards established by the Board and in so doing has earned recognition as a

National Certified Counselor™ (NCC™)

63092

Certificate Number

June 22, 2001

Certification Date

NATIONAL BOARD FOR CERTIFIED COUNSELORS, INC.
nbcc

Chairperson

January 31, 2012

Expiration Date

Michelle Pettengill

Experience:

12/2011 – present — Preferred Family Healthcare — Kirksville, MO

Virtual World Substance Abuse Counselor

- Treat clients (drug court program adults) with substance abuse and psychological disorders
- Develop and implement treatment plans
- Document client's treatment progress
- Deliver prevention information and techniques to clients
- Prepare reports
- Collaborate and correspond with local agencies and referral sources

03/2011 – 10/2011 — United States Army — USA

Imagery Analyst

- Introductory military training with advanced individual training
- Leadership training

05/2008 – 03/2011 — Community Health Centers of Southern Iowa — Centerville, IA

Substance Abuse Program Administrator/Counselor

- Assessed, diagnosed, and treated clients (adolescents and adults) with substance abuse and psychological disorders
- Developed and implemented treatment plans
- Documented client's assessments, diagnosis, and treatment progress
- Delivered prevention information and techniques to clients
- Tracked outcomes of treatment and prevention techniques
- Prepared reports, advertisements, and future plans/goals of program
- Reviewed and wrote proposals for state grants
- Supervised and trained other substance abuse counselors and appropriate staff
- Collaborated and corresponded with state and local agencies
- Analyzed, coordinated, and implemented agency accreditation and licensure compliance
- Evaluated, revised, and implemented program policies and procedures

2002 - 2008 — Academic coursework and medical training

Education:

2003 – 2008 — William Penn University — Oskaloosa, IA
Bachelor of Arts in Psychology
GPA (4.0 scale): 3.7
Graduated Cum Laude

2002 – 2003 — Indian Hills Community College — Centerville, IA
Associate of Arts
GPA (4.0 scale): 3.817

1998 – 2000 — Indian Hills Community College — Ottumwa, IA
Associate of Applied Science, Computer Programmer/Analyst
GPA (4.0 scale) 3.83

Additional training and certifications/clearances:

- Iowa CADC certification
- Held Top Secret Security Clearance
- MRT certified
- First aid/CPR certified
- CSAT/GPRA certified

MAR 05 2012

The Iowa Board Of Certification

hereby recognizes that

Michelle Margaret Pettengill

has demonstrated knowledge, skills and competencies and is so credentialed as a

CERTIFIED ALCOHOL AND DRUG COUNSELOR (CADC)*

09066
Certification Number

President, Iowa Board of Certification

05/01/12 – 05/01/14
Validation Dates

Executive Director, Iowa Board of Certification

This certificate is the property of the Iowa Board of Certification
***This credential is not reciprocal with other IC&RC Boards**

Michael E Push Jr.

EDUCATION

Truman State University, Kirksville, MO

- Bachelor of Science in Psychology — Minor in English — Graduation: August 2013

EXPERIENCE

Community Support Specialist, Kirksville, MO, September 2013 – Present.

- Maintained professional relationship with clients while building rapport and finding assistance in the community
- Completed assessment/progress notes regarding each session with a client
- Updated state workers and legal authorities regarding progress for each client.

Rehabilitation Technician, Kirksville, MO, April 2013 - September 2013

- Managed up to 24 consumers in hallway, regularly monitoring bed checks
- Edited site logs, updating the entire program with new information from each shift
- Taught educational groups and made split second decisions when required

Lifeguard Truman State University, Kirksville, MO, Spring 2013

- Monitored pool during shifts without any incidents or write-ups

Camp Director/Camp Counselor/Lifeguard/Swim Instructor –West County YMCA, St. Louis, MO, 2007-2013

- Managed over 110 campers at a time from ages 5 to 13
- Created daily activity schedule and managed time spent in pool each week for the entire summer.
- Helped train new staff on the job and taught emergency safety procedures to staff and children.
- Participated in monthly in-services in which rescue drills were practiced
- Part of the 4 person championship team for the YMCA Lifeguard Championships in 2011
- Taught basic swim strokes and water safety to children ages 4 to 12

Film Crew – AMC, St. Louis, MO, 2006-2007

- Sold products to guests and helped with guest related services, managed damage log for damaged goods
- Kept work area clean using cleaning procedures and supplies

ACTIVITIES AND HONORS

Delta Delta Chapter of Pi Kappa Phi, National Social Fraternity, Member – Spring 2011-Current Alumni

- Elected 2013 Spring semester Chaplain and Formal Chair
- Led weekly sessions to teach the values of Pi Kappa Phi to Associate Members
- Organized 200 member formal, including event location, food, entertainment, and awards
- Greek Week 2013 Greek Court King

Sweet Nothings, Truman State's Co-ed Acapella Group, Member – 2010-2013

- Elected President for 2012-2013 year
- Organized Spring concert, inviting 2 groups from surrounding schools
- Interacted with funding group from school to obtain money throughout the year from Truman State University
- Placed 3rd at Intercollegiate Competition of Acapella in quarterfinals in 2012

Men's Club Volleyball, Member 2010-2013

- Elected President for 2012-2013 year

Carter E. Roberts

Education

Stephen's College, Columbia, Missouri
Masters of Education - Licensed Professional Counselor
- GPA: 4.0
- Graduated August 2012

Central Methodist University, Fayette, Missouri
Bachelors of Science in Psychology
- Minor in Sociology and Religion
- GPA: 4.0
- Graduated May 2010, Summa Cum Laude
- Honors Fraternities: Pi Gamma Mu, Alpha Lambda Delta, Sigma Epsilon Pi, and Alpha Chi

Internship

Stephens College Intern, Columbia, Missouri
January 2012-August 2012
- Conducted intake interviews
- Created treatment plans
- Maintained progress notes
- Facilitated individual and group counseling sessions with undergraduate students

Southern Iowa Mental Health Center Intern, Ottumwa, Iowa
June 2012-August 2012
- Conducted intake interviews
- Developed treatment plans
- Maintained progress notes
- Facilitated individual counseling sessions with various client populations

LJ Daly Elementary School Counselor Intern, Fayette, Missouri
September 2008-August 2009
- Trained Coordinator in Olweus Bullying Prevention Program
- Maintained Character Education and Watch D.O.G.S. Programs
- Facilitated Friendship Group and 4th Grade Study Group

Training

Fresh U Smoking Cessation Program
- May 2012

Olweus Bullying Prevention Program
- May 2009

Work Experience

Preferred Family Healthcare, Counselor, Kirksville, Missouri
May 2013-Present
- Facilitate group counseling sessions
- Provide individual substance abuse and mental health counseling sessions
- Develop treatment plans

The Home Depot, Merchandising Execution Associate, Kirksville, Missouri
January 2013-May 2013

- Merchandised product according to planogram
- Ensured proper signage placement
- Maintained store quality

Roberts Construction, General Labor, Lancaster, Missouri
June 2010-June 2011

- Repaired ceilings, walls, and insulation
- Installed fiberglass ceilings
- Constructed out-buildings and tin roofs

Maritz Research, Customer Service Caller, Kirksville, Missouri
May 2007-August 2007

- Conducted consumer satisfaction surveys using the phone
- Managed large work-list of survey participants
- Made detailed notes of consumer responses

Schuyler County Abstract Office, Office Clerk, Lancaster, Missouri
May 2003-May 2007

- Answered phones and other clerical work
- Responsible for general office management tasks
- Converted deeds and title records to digital format

Organizations

Psychology Club Treasurer, Central Methodist University, Fayette, Missouri

- August 2008-December 2008

OutREACH Program, University of Missouri, Columbia, Missouri

- January 2011-May 2011

FEB 21 2014

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH FEBRUARY 17, 2016
ORIGINAL CERTIFICATE/LICENSE NO. 2014004869

CARTER E ROBERTS
RANDALL BACON-2001025449
PREFERRED FAMILY HEALTHCARE

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

JUN 24 2013

No. 7491

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Carter E. Roberts

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor II

Awarded on June 18, 2013

President

Alicia Ozenbergu MAESAPP

Secretary

LORIN R. SAYRES

~Supportive ~ Creative ~ Compassionate~ Dedicated~

Seeking an Associate counselor – ADOLESCENT position with a company that will allow me to fully utilize my communication, organizational, creative, and problem solving skills

Areas of proficiency include:

Highly Motivated ~ Team player ~ Self Starter ~ Compassionate~ Caring~ Detail Orientated~ Maintain Confidentiality

EDUCATION AND CREDENTIALS

Bachelors' Degree in Science

2009-2012 Columbia College Columbia, MO

PROFESSIONAL EXPERIENCE

Preferred Family Healthcare, Kirksville MO **Associate Counselor**

Facilitate group counseling, group education, family conferences, and individual sessions with individuals with mental illness and/or substance abuse problems to improve their ability to perform tasks in their daily living and working environments as well as provide clinical guidance. Administer intake, screenings, and assessments, assisting consumers through the transition process and developing treatment plans.

Knox County School, Edina Mo **Special Education Pre K- 12**

Implement and assist to develop individualized education program for each special education student. Identify and implement goals tailored to students individualized needs and abilities. Coordinate with teachers, parents, and other staff such as physical therapists and occupational therapists and speech pathologists. Assisted in upholding solid classroom management; fostered a work-oriented and stress-free learning environment.

Arment Commercial Contracting **Office Manager**

Plan and coordinate all travel and itineraries and meetings, process monthly expenses reports, direct business relations and distribution of company services to client interest and sales leads, maintained payroll and accounts.

REFERENCES AVAILBLE UPON REQUEST

EXTRACURRICULAR ACTIVITIES

Varsity Cheerleading Coach ~ 2010-2012~ Knox County High School ~ Edina, MO

Technological Integration and Skills include: Microsoft Office Suite, PowerPoint, Excel, Internet proficient, web development

REFERENCES AVAILBLE UPON REQUEST

DEC 13 2013

No. 6995

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Lorin Sayres

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor I

October 28, 2013-October 28, 2014

Missouri Substance Abuse Counselors' Certification Board, Inc.
MSACCB
Inc. June 1977

President

Alicia Oxenbeign MACSAPP
Secretary

Patrick Mark Sheedy

Objective

Provide counseling and intervention services to adult substance dependent individuals

Education

Degree Earned: *Associated of Arts*
Indian Hills Community College

Years Attended: 8/01–11/03
Ottumwa Iowa, 52501

- Graduated with honors in November 2003

Degree Earned: *Bachelor of Arts*
DOUBLE MAJOR in Psychology—Human Services
Buena Vista University

Years Attended: 1/04–12/05
Ottumwa Iowa, 52501

- Graduated with Honors in December 2005

Employment

Job Title: *Substance Abuse Counselor*
Preferred Family Health Care

Years Employed: 9/10 - Present
Kirksville Missouri, 63501

- Provides counseling services in Kirksville Missouri
- Provides counseling services in Macon Missouri
- Member of Macon County Drug Court Team 2009–2012
- Provides counseling services in Moberly Missouri ended 2012
- Obtained CRADC Certification through MSAPCB in February 2012 recertified October 2013

Job Title: *Substance Abuse Counselor*
First Resources HOPE Program

Years Employed: 2/07 – 8/09
Ottumwa Iowa, 52501

- Provided in home substance abuse counseling in the following counties: Mahaska, Wapello, Jefferson, Washington, Keokuk, and Van-Buren. The program consisted of working the NA 12 Steps or AA 12 Steps.
- Evaluated parental skills through testing and worked in developing better parenting skills with their children. Implemented Parent's Guide (Solutions to Today's Most Common Behavior Problems in the Home) regarding domestic abuse, child abuse, self-esteem, and mental health issues within the scope of my expertise as well as made referrals to other agencies as needed.
- Provided client transportation to NA/AA meetings, doctor appointments, Department of Human Services Team meetings, job interviews, etc.
- Performed UAs.

Job Title: *Substance Abuse Counselor*
SEIDA Substance Abuse Services

Years Employed: /04-12/05
Ottumwa Iowa, 52501

- Provided services as an Intensive Outpatient Counselor.

- Provided services as an Extended Outpatient Counselor, and duel diagnosis' counselor.
- Performed substance abuse evaluations and observed Federal UAs for Federal Probation.

Job Title: *Laborer* Years Employed: 7/98 to 8/01
Pella Windows Pella Iowa, 50219

- Assembled head and sills for widows and performed duties on a CNC to machine.

Job Title: *Laborer* Years Employed: 7/96 to 7/98
Newell Machinery at Cargill Site Eddyville Iowa, 52553

- Work in maintenance, construction and set conveyors.

Job Title: *Vice President* Years Employed: 6/74-11/94
Pat Sheedy Distributing Ottumwa IA, 52501.

- Duties included daily operations of running the business.

Skills

- Worked as an Intensive Outpatient counselor for SIEDA in Ottumwa Iowa. I counseled clients individually and facilitated Outpatient groups.
- Counseled individuals as a duel diagnosis counselor, individually and in groups.
- Performed substance abuse evaluations, admits, and performed UA duties. Duties also included performing Federal Probation UAs and counseled their clients in Intensive Outpatient, Extended Outpatient, and Continuing Care Monthly.
- Provide assemblage presentations to youth regarding substance abuse.
- Have been associated with the recovery field for sixteen years.
- Have organization skills.
- Very personable.
- Former President and Vice Chair of the Camel Club in Ottumwa Iowa.
- It is my passion to share my experience, strength, and hope that recovery has to offer.

References:

Kathy Steele:
12471 Vale Blvd. Floris, IA, 52560

OCT 24 2013

No. 6609

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Patrick M. Sheedy

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: 10/31/2015

CALEB M. SHUBERT

Education

Knox County High School — **May 2007**
Diploma of Distinction
College Preparatory Certificate

Culver-Stockton College — **May 2011**
Bachelor of Science - Criminal Justice
Minor - Psychology

Employment

Preferred Family Healthcare, Kirksville, MO, Community Support Specialist — **May 2013-Present**

- Provide case management and coordination of services
- Scheduling treatment and transitional planning
- Utilizing community resources
- Facilitating educational groups
- Regularly communicating with referral sources regarding consumer care
- Negotiating complex service systems to obtain needed services
- Excellent oral communication and computer skills

Edina Livestock Sales LLC, Edina, MO, Supervisor-Livestock Technician — **May 2006-2013**

- Management skills essential to facilitate weekly livestock sales
- Excellent oral communication required with buyer/seller
- Responsible for assisting veterinarian, handling livestock and maintenance

Shubert Cattle Company, Edina, MO, Owner

- Financial accountability
- Enhanced marketing skills through buying and selling calves

Amateur Softball Association (ASA), Registered Umpire

- Decisive decision skills required in making quick and accurate calls
- Diplomatic communication required when interacting with coaches and players

Collegiate Involvement

Culver-Stockton College Varsity Baseball
Culver-Stockton College Trial Advocacy Team

Awards

Dean's List
President's List
Culver-Stockton College President's Scholarship
Phi Eta Sigma Honor Society
EXP@CSC Curriculum Award

Jessica Shultz M.S.E, P.L.P.C, Substance Abuse Counselor

Snapshot of Professional Skills

*Intake Assessments *Treatment Planning * Progress Notes *Trauma Therapy

*Individual Therapy *Group Therapy *Team/Staffing Meetings

*Trainings *Certifications *Family Therapy * Co-Occurring Therapy

Work Experience
Counselor, Preferred Family Healthcare, Kirksville MO, 8/2013-Present
Service Specialist, Caring Solutions, St. Louis MO 2012-2013.
Clinician, Behavioral Health Response, St. Louis MO 2011-2012.
Substance Abuse Therapist, Country Oaks Recovery Center, Jackson, MS 2010-2011.
School Based Therapist, Region 8 Mental Health Mental Retardation, Jackson, MS 2008-2009.
Education
Master of Science in Traditional Counseling, Missouri Baptist University, St. Louis, MO. Graduated: 4/2007. GPA: 3.8.
Bachelor of Arts Interdisciplinary Studies, University of Missouri-Columbia, Columbia, MO. Graduated 12/2000. G.P.A: 3.5.
Certifications
Provisional License Professional Counselor, State of MO Division of Professional Registration, Jefferson City, MO. Passed NCE in 2007. License number: 2013042524. Expiration Date: 10/03/2014-10/03/2015.

Recognized Associate Substance Abuse Counselor II, Missouri Substance Abuse Professional Credentialing Board. Awarded on 10/03/2013.

Basic First Aid, American Red Cross, St. Louis, MO. Valid: 3/2012-3/2014

CPR, American Red Cross, St. Louis, MO. Valid: 3/2012-3/2014

Med Aid Level I, Missouri Department of Health, Jefferson City, MO. Valid: 2012-2015.

M.A.N.D.T, Caring Solutions, St. Louis MO, Valid: 2012-2014.

DEC 17 2013

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH NOVEMBER 21, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013042524

JESSICA ROSA SHULTZ
RANDALL BACON-2001025449
PREFERRED FAMILY HEALTHCARE

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Tamera Smith

Objective

To work in the addiction field serving adults, adolescents, families and communities.

Education

Truman State University Kirksville, Mo — Graduated: 6/2009
Bachelors: Criminal Justice and Corrections Major; Psychology and Sociology, Minors

Moberly Area Community College Kirksville, Mo — Graduated 5/2006
Associates: Criminal Justice and Corrections Major

Knox County High School Edina, Mo — Graduated 1/1996
High School Diploma

Experience

5/2009-Current — Preferred Family Healthcare - Kirksville, Mo
Clinical Supervisor

- Coordinate services and collaborate with outside agencies to provide comprehensive services to the client and client's family.
- Complete monthly file review for the program.
- Facilitate weekly clinical staffing, team and diagnostic disposition meetings.
- Conduct intakes, individual and family therapy.
- Provide oversight for billable services.
- Adhere to and monitor program budget.

8/2009-5/2013 — Preferred Family Healthcare - Kirksville, Mo
Counselor

- Provide individual counseling
- Facilitate group counseling
- Assist Clinical Supervisor

5/2007-2/2008 — Preferred Family Healthcare - Kirksville, Mo
Rehabilitation Tech

- Facilitated group education with pre-adolescent and adolescent consumers
- Maintained the safety of the consumers
- Observed and documented interactions with consumers

Certifications

- Certified Reciprocal Alcohol and Drug Counselor
- SATOP Qualified Professional
- CPR and First Aide
- Crisis Prevention Intervention
- Dialectical Behavior Therapy

No. 5633

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Tamera A. Smith

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Michelle Stockwell

Objective

- To obtain a position that will enable me to use my strong organizational skills, education, experience in the social services field, and ability to work well with people.

Skills

- A highly motivated and positive individual with the experience of working with people in a customer service setting; Possesses strong interpersonal skills; Is goal-oriented, dependable, and resourceful.

Education

Truman State University — 100 East Normal Kirksville, MO
Bachelor of Science in Psychology — May, 2009
Minor in Criminal Justice

Experience

Preferred Family Healthcare — 1101 South Jamison Kirksville, MO
Adolescent CSS Supervisor — November, 2013 to present

- Provide supervision of the Community Support Specialist team; Aid in completing weekly billing audit to ensure appropriate billing practices; Complete monthly/quarterly progress note reviews and active chart reviews for residential/outpatient clients

Preferred Family Healthcare — 1101 South Jamison Kirksville, MO
Adult CSS Supervisor — March, 2012 to November, 2013

- In addition to all requirements for Lead Community Support Specialist, I supervise the Community Support Specialist team; Aided in completing weekly billing audit to ensure appropriate billing practices

Preferred Family Healthcare — 1101 South Jamison Kirksville, MO
Lead Community Support Specialist — August, 2011 to March, 2012

- In addition to all requirements for a Community Support Specialist, I assisted in the completion of monthly file reviews to ensure appropriate treatment planning; Aided in facilitating weekly clinical staffing meetings

Preferred Family Healthcare — 1101 South Jamison Kirksville, MO
Community Support Specialist — June, 2009 to August, 2011

- Assist consumers in providing case management needs including scheduling treatment appointments, utilizing community resources, transition planning, and identifying initial treatment needs as well as arranging for discharge planning needs; Maintain regular contact with appropriate referral sources and facilitate educational groups.

Six Flags Fiesta Texas — 17000 W Ih 10 San Antonio, TX
Ride Hostess — June, 2008 to August, 2008

- Provide guests with efficient and friendly operation of a given ride; Assist guests in and out of ride units; Operate all ride control systems and devices; Comply with all safety and fire responsibilities, policies, and procedures

Wal-Mart — 1419 North County Club Road Ada, OK
Overnight Stock Clerk — June, 2007 to August, 2007

- Receive, open, unpack, and issue sales floor merchandise; Stock shelves, racks, cases, bins, and tables with new or transferred merchandise; Take inventory or examine merchandise to identify items to be reordered or replenished; Answer customers' questions regarding merchandise; Clean display cases, shelves, and aisles.

Certifications

- CPR/First Aid
- CPI

Volunteer Work

- Alumnae member of Alpha Sigma Gamma, a local service sorority on Truman State University's campus focused on providing service/volunteer work to the community.

Amy C. Voiles

Objective

To work in the addictions field serving adults, adolescents, families, and communities.

Education

January 2007-December 2009 University of Missouri-Columbia Columbia, MO
Master of Social Work

August 1997-May 2001 Truman State University Kirksville, MO
Bachelor of Arts-Communication Disorders

Experience

November 2012-present
Program Director Preferred Family Healthcare Kirksville, MO

- Supervised Clinical Supervisors, CSS Supervisors, and Nurse Manager
- Completed and monitored annual budgets
- Monitored programming for adolescent and adult residential and outpatient care

March 2010-October 2012 Preferred Family Healthcare Kirksville, MO
Adult and Virtual World Clinical Supervisor

- Supervised Community Support Specialists and Counselors
- Completed programming for unit activities
- Completed consumer evaluations, individual counseling, and referrals for treatment

April 2009-March 2010 Preferred Family Healthcare Kirksville, MO
Adolescent Lead Counselor

- Provided individual counseling
- Facilitated group counseling
- Assisted Clinical Supervisor

January 2008-April 2009 Preferred Family Healthcare Kirksville, MO
Adolescent Community Support Worker Supervisor

- Supervised Community Support Workers and Nurses
- Assisted with unit programming
- Consulted with community resources

May 2007-Janaury 2008 Preferred Family Healthcare Kirksville, MO

Adolescent Community Support Worker

- Facilitated group education
- Provided education to families about recovery
- Assisted consumers with obtaining community resources to support their recovery

August 2005-May 2007 Preferred Family Healthcare Kirksville, MO

Adolescent Residential Coordinator

- Supervised 20 direct care staff
- Facilitated group education
- Assisted with unit programming

August 2004-July 2005 Crittenton Behavioral Health Kansas City, MO

Interventionist contracted with Raytown South High School

- Facilitated group counseling
- Participated in IEP meetings
- Consulted with parents, teachers, and administrators

March 2004-August 2004 Crittenton Behavioral Health Kansas City, MO

Behavioral Health Technician

- Facilitated group education with pre-adolescent and adolescent patients
- Maintained the safety of patients
- Observed and documented interactions with patients

June 2003-November 2003 Preferred Family Healthcare Kirksville, MO

Adolescent Associate Counselor

- Provided individual counseling
- Facilitated group counseling
- Referred consumers to appropriate aftercare services

June 2001-June 2003 Preferred Family Healthcare Kirksville, MO

Adolescent Community Support Worker

- Facilitated group education
- Provided education to families about recovery
- Assisted consumers in obtaining community resources to support their recovery

Certifications and Licensure

- Licensed Master of Social Work; currently under supervision for LCSW-expected completion- February 2015
- Certified Reciprocal Alcohol and Drug Counselor
- Medication Assisted Recovery Specialist

No. 3294

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Amy C. Voiles

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee for Social Workers

Licensed Master Social Worker

VALID THROUGH SEPTEMBER 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2012026583

AMY CHRISTINA VOILES

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

AUG 1 9 2013

No. 6092

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Amy C. Voiles

Continues to meet the standards and qualifications of a
Medication Assisted Recovery Specialist
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Jessica Wellman

Education:
2010-Present: Kaplan University, Psychology
2003-2006 Truman State University, History
1999-2003 Kirksville High School

Experience:

Preferred Family Healthcare, Kirksville, MO

2013-Present **Lead Community Support Specialist**

- Supervision of the Community Support Specialist
- Supervision of the Adult ADA program
- Tasks same as Community Support Specialist

2010-Present **41st Judicial Drug Court Treatment Provider**

2009-2013

Community Support Specialist

- Complete Community Support assessment/Initial Discharge Planning Session and identify issues associated with, but not limited to, employment, education, healthcare, social connectedness, and criminal justice.
- Complete regular communication with referral sources/guardians regarding progress, transition planning, and pertinent clinical issues and document.
- Participate in staffing to assure continuity of care.
- Responsible for the continuous development and evolution of treatment plans in an individualized manner.

2007-2009 **Residential Coordinator**

- Assist and provide feedback in assigned treatment procedures.
- Schedule technicians within established policy and procedures under the supervision of Program Director or designee.
- Assure that proper coverage is maintained per contractual standards. Responsible for monitoring and managing overtime.
- Responsible for interviewing, hiring, and training of new technician staff under the direct supervision of the Program Director or designee.

2006-2007 **Lead Rehabilitation Technician/ Rehabilitation Technician**

Jessica Wellman

- Ensure that all program expectations and rules are adhered to, and report behaviors to supervisor, which will assist in client treatment.
- Assist in orientation of client population with regards to client rights and rules under the supervision of the Residential Coordinator.
- Monitor client activities and document client activities occurring on shifts that are relevant to client's progress or behavior.
- Screen and monitor detoxification clients to insure that safety and recovery needs are being met (Adult Programs Only).
- Adhere to all medication policies and work with trained Rehabilitation Technicians/nursing staff to insure all medication policies are followed.
- Provide client transportation as needed.

No. 7011

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Jessica L. Wellman

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: **10/31/2014**

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 3rd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Charles Bullman (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Bullman came to PFH in 2005. As a Counselor, he provides the 12 core functions of counseling to residential substance abuse and outpatient consumers. He provides individual counseling as well as group counseling/education. Mr. Bullman has a high school diploma, plus several designations including CRADC, SQP, and MARS.
2. Suzanne Hoerrmann (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Hoerrmann joined PFH in 2003, serving as a Counselor. In her role, she provides chemical dependency education, facilitates group therapy and individual sessions, completes initial treatment plans, and works with the clients to establish and achieve treatment goals and objectives. She has a BSW as well as licensing as a CCDP, CRADC, and a MARS.
3. Dawn Hughes (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Hughes has been working at PFH since 2012. In her role as a Community Support Specialist, she prepares treatment plans based on client needs, provides substance abuse education, assists in transition planning, and provides consumer education on various matters. She has an Associate's Degree in Agricultural Business/Farm Management and is licensed as a RASAC I.
4. Harvey Mason (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Mason joined PFH in 2011. He provides intake screenings and evaluation, performs file reviews, and provides individual counseling and community support. Mr. Mason has the following certifications: RASAC I, RASAC II, CSAC, CSAC II, and CRADC.
5. Sarah Moore (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Moore came to PFH in 2012. As a Community Support Specialist, she works with consumers to develop treatment goals, assists consumers with researching housing, employment, and available community resources, and communicates with consumer referral sources. She has a B.S. in Social Work.
6. Debra Smith (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Smith joined PFH in 2005. She provides outpatient counseling for drug court consumers through the 12 core functions of Screening, Intake, Orientation, Assessment, Treatment Planning, Counseling, Case Management, Crisis Intervention, Client Education, Referral, Reports and Record Keeping, Consultation. She has an Associate's Degree in Counseling and is a CRADC.

Personnel – 3rd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
7. Lindy Stanhope (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Stanhope joined PFH in 2008, first as an Associate Counselor and now a Counselor. She provides drug and alcohol counseling, intake screenings and assessments, direct-care management for clients, facilitates group counseling and education, and supervises progress and participation of outpatient and residential clients. She has a background in general studies and CADC license.
8. Steven Taylor (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Taylor came to PFH in 2012. He provides direction and supervision to the clinical staff in Trenton; participates in treatment planning; facilitates weekly staffing; performs file review and oversight for billable activities; and monitors program budget. He also conducts intakes and offers individual, family and group therapy. He has a B.S. in Agricultural Economics, a M.S. in Counseling, and designations as a CRADC, Clinical Supervisor, LPC, OMU, OEP, and a SQP.
9. Melanie Tipton (Name) Comm. Support Specialist Supervisor (Title) Comm. Support Specialist Supervisor (Proposed Role/Function)	Ms. Tipton joined the staff of PFH in 2003, working her way to her current position. In her role, she coordinates communications with other agencies/referrals in the community, performs file reviews, and works to increase communication between staff, clients, families and other agencies, including drug courts, to promote wellness. She has a B.S. in Psychology and Sociology as well as licensing as a CCDP, CRADC, and MARS.
10. Kelly VanVleck (Name) Program Director (Title) Program Director (Proposed Role/Function)	Ms. VanVleck came to PFH in 1990 and has held several positions before achieving Program Director. She supervises clinical and nonclinical staff members; completes and monitors annual budgets; and monitors programming for adolescent and adult residential and outpatient care. She has a B.S. in Psychology. Additionally, she is licensed as a CCDP, CRAADC, and a MARS.

Charles Bullman

Work Experience

3/2005-Current Preferred Family Healthcare Trenton, MO
Certified Reciprocal Alcohol Drug Counselor (CRADC)
SATOP Qualified Professional (SQP)
Medication Assisted Recovery Specialist (MARS)
Provides the 12 core functions of counseling to residential substance abuse consumers and outpatient consumers. Provide individual counseling, process group and group education. Currently SATOP Qualified Instructor and CIP Counselor,

04/2004-03/2005 ConAgra Foods Trenton, MO
Production/General Labor
Production laborer.

11/2002-4/2004 Firstline Transportation Security Kansas City, MO
Transportation Security Screener
Security Screener at KCI Airport. Operate X-ray, screen luggage and passengers prior to boarding aircraft. Have also performed as Checkpoint Security Supervisor and Lead Screener.

6/1997-11/2002 Premium Standard Farms Princeton, MO
Husbandry Technician
Worked as a breeder on a 2500 sow unit and as a knife handler in the PSF processing plant.

6/1996-6/1997 Chillicothe Corrections Center Chillicothe, MO
Corrections Officer 1
Performed the functions of Corrections Officer 1. Initially assigned as Utility Officer, then assigned as Control Center Officer and Rover.

6/1995-6/1996 ConAgra Foods Milan, MO
Processor
Performed various duties related to processing poultry for sale to the public.

8/1975-4/1995 US Navy various, SC
Personelman Chief Petty Officer (E7)
Supervised Human Resources functions while assigned to shipboard duty (12 yrs). Supervised the employment process for applicant, aptitude test, interviews, and skills assessments to place them in the positions most qualified for while assigned ashore (8yrs).

Education

Charles D. Owen HS Black Mountain, NC Graduated: 6/1969
High School Diploma

No. 3518

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Charles Bullman

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 6699

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Charles Bullman

Continues to meet the standards and qualifications of a
Medication Assisted Recovery Specialist
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 5172

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Charles Bullman

Continues to meet the standards and qualifications of a
SATOP Qualified Professional
as determined by the Board.

President

Expiration Date: 10/31/2015

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Suzanne Hoerrmann

Work History

2004-Present Counselor, Preferred Family Healthcare

Providing chemical dependency education. Facilitating group therapy and individual sessions based on individuals' identified needs. Completing initial treatment plans and working with the client to establish and achieve treatment goals and objectives. Providing case management services.

2003-2004 Community Support Worker, Preferred Family Healthcare

Facilitating educational classes regarding relapse prevention, anger management, life skills and additional areas of recovery. Maintaining contact with referral agencies. Assisting clientele with connecting to community resources and referral needs. Providing information pertaining to housing, employment, recovery support and additional needs.

1993-2003 Teacher, Precious Cargo Daycare

Formed and taught lessons specifically for 3 and 4 year-olds. Helped formulate and create fun and learning orientated projects for 1 year-olds and 3 and 4 year-old children. I also have worked in the infant room and helped care for 8 infant babies. Throughout the last year of working here I cared for and created projects and activities for the school-age children.

2001-2002 Teacher Aide, Delmar Cobble State School for the Severely Handicapped

Assisting individual's students in specific goal oriented tasks. Teaching students daily living procedures and duties. Leading group projects and lessons throughout the day. Helping form weekly lesson plans. Aiding students while they engage in community activities.

1999-2000 Lead Teacher, Buss Stop Childcare

Taught a 4 and 5 year old classroom of 10 children. Responsible for teaching lessons which meet required objective goals for each student. Created a weekly curriculum for each individual classroom to follow.

Certification

CCDP 5561 CRADC 3192
MARS 6715

Education

2003	Internship: Salvation Army- Harbor House
1999-2003	Columbia College: Bachelor's degree in Social Work
1997-1999	University of Missouri-Columbia 2 years

Volunteer Experience

2014-present	AWANA: game leader
2008-present	Park Baptist Church: Evangelism committee member
2006-present	Children's church leader
2002-2003	S.W.I.F.T. Member
1998-1999	S.O.A.R. program in accordance with Big Brothers/Big Sisters program.
1996-1997	Peer Helper Program
1995-1997	Volunteer for Senate Bill 40 program.

Training History

Corporate Compliance	Cultural Diversity
HIPAA	Prevention of Abuse and Neglect
Workplace Violence	Crisis Prevention I
CPR	First Aid

DAWN HUGHES

WORK EXPERIENCE

2/14-Present PREFERRED FAMILY HEALTHCARE
Community Support Specialist
Job duties include: Develop, implement, update, and revise treatment plan as needed, provide services that result in positive outcomes for the consumer, support consumer in crisis situation, develop and support wellness goals, develop a discharge and aftercare recovery plan.

1/12-2/14 PREFERRED FAMILY HEALTHCARE
Behavioral Health Tech/ Associate Counselor
Job duties included: Assist in admission/ orientation process, monitor consumer activities, provide consumer transportation, facilitate group education/ counseling, develop treatment goals for consumer, and assist consumer with transition process

6/11-12/11 TRC
Odor Monitor

10/05-07/11 SMOKEHOUSE POTTERY & WAX
Shop Supervisor

08/04-07/05 CHILLICOTHE R-II SCHOOLS
Cafeteria Clerk

EDUCATION

NORTH CENTRAL MISSOURI COLLEGE Graduated: 5/97
Associates: Ag Business/ Farm Management

GRAND RIVER TECHNICAL SCHOOL Graduated: 5/95
Certificate: Office Technology

CHILLICOTHE HIGH SCHOOL Graduated: 5/95
High School Diploma

CREDENTIALS

RASAC I exp. 2/15

REFERNCES

Pat Wood
Youth Specialist, University of Missouri Extension

RECEIVED FEB 14 2013

No. 7220

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Dawn R. Hughes

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor I

January 30, 2013-January 30, 2014

Missouri Substance Abuse Counselors Certification Board, Inc.
MSACCB
Inc. June 1977

President

Alicia Orenberg MACSAPP
Secretary

Biographical Sketch
Harvey Mason

Educational Background

RASAC 1
Completed October 27, 2004

RASAC II
Completed

CSAC
Completed May11, 2007

CSAC II
Completed May 12, 2008

Certified Reciprocal Alcohol and Drug Counselor
Expired October 31, 2012

Professional Experience
Preferred Family Healthcare, Trenton, MO

KCCC
Position (September 2009- January 2011) Chillicothe Correctional Center

Preferred Family Healthcare, Trenton, MO
Associate Counselor (June 2004-September 2009)

City of Milan, Milan, MO
Position (1993-1994)

Military Service, United States (1968-1970)

Honors Received
Honorable Discharge
Recent Relevant Publications
None

Other Support Volunteer with DOC since 2000-Present

Re-Employed with Preferred Family Healthcare on 07/28/2014 as RT/Counselor then moved back to fulltime counselor and still employed at this time. As CRADC, MARS

Received MARS certification on 02/22/2013

Certified MART training and numerous other trainings

Title: Counselor

- Develop treatment plans for clients in accordance with state regulations/CARF guidelines that demonstrate individualization and evolution based on information gathered from assessment.
- Complete all correspondence in a timely fashion.
- Participate in clinical staffing/treatment meetings providing feedback on all pertinent cases.
- Adhere to weekly direct service model.
- Communicate with insurance department ensuring requested information is provided within specified time frames.
- Document all services provided in accordance with state regulations/CARF/agency standards.
- Ensure that services are entered with appropriate time frame, DAP format, note refer to treatment plans, etc.
- Correct any file/charting deficiencies within appropriate time frame.
- Assistant consumers through transition process and complete final correspondence such as transition summary, plan, letter, etc.
- Complete all mandatory trainings meeting state regulations/CARF Standards, obtaining 36 hours of training every 2 years with focus on EBT and improved clinical skill sets (MO) and 40 hours of training every 2 years with 3 hours being Ethics (KS).
- Represent the agency within community in a professional manner.
- Maintain positive, professional relationships with referral sources, clients, and coworkers adhering to Code of Ethics and agency policies.
- Handle crisis situations as they arise.
- Facilitate group counseling, group education, family conferences, and individual sessions.
- Demonstrates interest in long term and short term goals and objectives of the company.

RECEIVED OCT 19 2012

No. 3034

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Harvey R. Mason

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2014**

SARAH K. MOORE

Employment History:

- *Preferred Family Healthcare; Trenton, Mo. (660) 359-4600*
  08/2012-Present
  - Community Support Specialist (full-time)
    - Working with consumers to develop treatment goals
    - Assisting consumers with researching housing, employment, and available community resources
    - Communicating with consumer referral sources
- *Woody's Automotive Group; Chillicothe, Mo. (660) 646-3455*
  05/2011 – 08/2012
  - Finance Assistant (full-time)
    - Preparing dealership and banking documents
    - Assisting customers review and sign financial documents
    - Data entry, vehicle inventory, and other clerical work
- *Hy-Vee; Chillicothe, Mo. (660) 646-3638*
  01/2010 – 12/2011
  - Customer Service (part-time)
    - Assist customers with needs
    - Operate cash register
    - Inventory work

Educational History:

- *Chillicothe High School; Chillicothe, Mo. Graduated: 05/2006*
  - *High School Diploma*
- *North Central Missouri College; Trenton, Mo. Graduated 05/2008*
  - Associate's Degree
    - Inducted into Phi Theta Kappa honor society and served with Phi Mu Epsilon service sorority.
- *Missouri Western State University; St. Joseph, Mo. Graduated: 05/2010*
  - Bachelor of Social Work
  - Minor in Sociology
    - Inducted into Phi Alpha honor society and joined the Organization of Student Social Workers.

Internship Experience:

- *Indian Hills Stonebridge Community; Chillicothe, Mo.*
  - Social Work practicum completed in 05/2010
  - Assisted residents and families with social service needs
  - Assisted with admissions, discharges, referrals, and data entry

Skills and Related Experience: I have many years of experience working in customer service. I am also experienced with most office equipment, keyboarding, Microsoft Office, and data entry. I am a driven and motivated employee and enjoy working with my community.

References:

Neva Olson: Former co-worker (660)973-3592
DeAnn Gardner: Former co-worker/friend (660)247-1052
Heather McGraw: Friend (660) 247-0086

RESUME

DEBRA A. SMITH

EDUCATION:

Associates of Science Degree CD Counselor 2005
Associates of Arts Degree 2005
Secretarial Degree 1989
Graduate of Clark County R-1 High School 1974

EMPLOYMENT:

Preferred Family HealthCare, Inc.
900 E LaHarpe Street
Kirksville, MO 63501
660-665-1962

December 16, 2005, Employed as Associate Counselor advanced to Counselor 2010 after completion of Missouri Substance Abuse Professional Credentialing Board requirements met for CRADC, Certified Reciprocal Alcohol and Drug Counselor credentialing. Experience in counseling outpatient clients for First Judicial Clark County Drug Court and Probation and Parole Utilizing the Five Domains of the Counseling Profession by operating the 12 core functions of Screening, Intake, Orientation, Assessment, Treatment Planning, Counseling, Case Management, Crisis Intervention, Client Education, Referral, Reports and Record Keeping, Consultation. Responsible for managing office procedures with consultation from supervisor, Kelly VanVleck Program Director of Trenton, and assisting individuals with substance abuse and/or mental illness problems to improve their ability to perform tasks in their daily living and working environments.

Southeastern Community College
Burlington and Keokuk, IA

January 2004 - December 2005, Classes to obtain two Associate Degrees with career oriented to substance abuse counseling.

Metzler's Automotive
3200 Main Street
Keokuk, IA 52632

February 1998 - June 2003, Finish operator in plant operating rubber molds, saws, flocking booth, measuring strips, and numerous functions in making seals for doors, windows and other areas for automobiles until job ended and was laid off.

Lindy Stanhope

Education

August 2007- May 2009 **North Central Missouri College** Trenton, MO

- General Studies

August 2002- May 2006 **Gallatin R-V High School** Gallatin, MO

- General Studies

Skills/Volunteer

- Certified Alcohol and Drug Counselor
- Community Volunteer
- Adult Substance Abuse group counseling and education instructor
- Adult Substance Abuse group counseling instructor
- Experienced and knowledgeable in Substance Abuse field
- Experienced in leadership and management capacities
- Experienced in supervision and training of Rehabilitation Technician staff

Employment

Certified Alcohol and Drug Counselor

Aug.2013-Present Preferred Family Healthcare Trenton, Mo

- Drug and Alcohol Counseling
- Intake screenings and assessments
- Direct-care management for clients
- Facilitator for group counseling and education
- Supervision of progress and participation of outpatient clients
- Supervision of progress and participation of residential clients

Residential Coordinator and Associate Counselor

Aug. 2008- Aug. 2013 Preferred Family Healthcare Trenton, MO

- Drug and Alcohol Counseling
- Facilitator for group counseling and education
- Direct-care management for clients
- Supervision of progress and participation of residential clients
- Management of Resident Technician staff members (2008-2012)
- Provide intake services for residential clients

No. 6109

AUG 26 2013

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Lindy J. Stanhope

has met the standards and qualifications required of a
Certified Alcohol Drug Counselor
as determined by the Credentialing Board.

President

Expiration Date: October 31, 2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 6100

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Lindy J. Stanhope

has met all the standards and qualifications
required of a alcohol and drug counselor as
determined by the Credentialing Board and is
hereby conferred the title of
Certified Alcohol Drug Counselor
Awarded on August 16, 2013

Cliff Johnson
President
Alicia Ozenberger
Secretary

STEVEN C. TAYLOR

Objective: Opportunity to be a part of a professional agency in a key Clinical capacity.

CERTIFICATION & QUALIFICATIONS

- State of Missouri, License Professional Counselor (LPC), Certificate/License NO. 2008023981
- Master of Science Counseling, Central Missouri State University, May 2007.
- Certified Reciprocal Alcohol Drug Counselor, (CRADC #2577), March 28th, 2005
- Clinical Supervision I, Certification #60.
- Qualified Professional –Offender Management Unit (OMU) & Offender Education Program (OEP), for the Substance Abuse Traffic Offender Program (SATOP).
- Over Ten years' experience in counseling and supervision in the substance abuse field.
- Residential & Outpatient experience.
- Proficient with CIMOR, Missouri Department of Mental Health System.
- Trained Educator, High School Social Studies Teacher

PROFILE

- Since February 2006, provided clinical supervision and Training to a large number of Associate Counselors, (15+), working towards their Certification process.
- Motivated, high-energy counselor & Supervisor with demonstrated track record.
- Possess strong people skills, sensitive to others' specialized and changing needs; proven ability to develop rapport with clients and staff.
- Have developed innovative groups or training curriculum (employee or consumer) that meets organizational needs.
- Have implemented cost saving process or revenue generating process for Agencies
- Evidence of idea development to improve employee morale through recognition.

EDUCATION

- Master of Science Counseling, Central Missouri State University, Warrensburg, Missouri. May 2007.
- Bachelor of Science Degree in Agricultural Economics, Central Missouri State University, Warrensburg, Missouri, 1981.

PROFESSIONAL EXPERIENCE

- Clinical Supervisor, Trenton ADA Adult & CPRC. Preferred Family Healthcare, Inc. July 2012 to present.

- Clinical Supervisor Adult Behavioral Services, Community Psychiatric Rehabilitation Center (CPRC), Preferred Family Healthcare, Inc. August 2009 – July 2012.
- Counselor, Solutions For Families, Inc. Bethany MO, October 2010 – July 2011.
- Adult Clinical Supervisor, Trenton/Chillicothe/Brookfield/Unionville/Milan/Hamilton/Bethany. Preferred Family Healthcare, Inc. April 2007 – August 2009.
- Substance Abuse Counselor, Warrensburg Adult Residential/Odessa Outpatient. Pathways Community Behavioral Healthcare, Inc. February 2006 – March 2007.
- Lead Substance Abuse Counselor, Clinton Adult Residential. Pathways Community Behavioral Healthcare, Inc., March 2005 – February 2006.
- Substance Abuse Counselor, Clinton Adult Residential. Pathways Community Behavioral Healthcare, Inc., November 2001 – March 2005.
- Economics and Social Studies Teacher. Odessa High School, Odessa Missouri, 1997 – 2001.

DIRECT SERVICE PROVISIONS

- Complete assessments with consumer's to include, Addiction Severity Index, Daily Living Activities 20, Axis V Diagnosis (COMPS), Annual and Initial Assessments CPRC.
- Individual counseling for both ADA and CPRC consumers.
- Individual counseling services for Employee Assistance Programs.
- Family therapy sessions.
- Group Therapy
- Group Education

ESSENTIAL JOB FUNCTIONS

- Under the Program Director's guidance, will work to establish effective working relationships with other agencies in the communities served. Participate in selection of off-site sources for needed services not provided by the program, informing other agencies about services offered by PFH.
- Complete monthly file review for the program, ensuring that standards are being maintained as well as monitoring compliance with program and agency Quality Improvement Indicators. Follow up with any deficiencies during weekly staffing meetings and assist staff with correction of deficiencies.
- Facilitate weekly clinical staffing, team and diagnostic disposition meetings. Act upon reports and recommendations from program/agency committees, program staff and client suggestions to ensure that provision of services is appropriate, adequate and of high quality. Inform Program Director of all relevant client issues.
- Maintain required weekly contact hours: conduct intakes, (demonstrate ability to determine individual needs of the client through completion of initial treatment plan as it pertains to the MACSA/ASI/GAIN), individual, family and group therapy as dictated by program and individual needs.
- Complete and review written reports to referral sources as needed in a timely manner. Promote integration of clinical and community support services and works as a team leader.

- Provide oversight for billable services, completing weekly checks on staff productivity to ensure that services rendered are appropriate and clinically justified. Monitor progress notes for thoroughness and completeness. Maintain necessary file documentation for services provided.
- Develop evolving programmatic schedule to meet the needs of the client population while ensuring that client rights and responsibilities are maintained. Coordinate services and collaborate with outside agencies to provide comprehensive services to the client and client's family.
- Adhere to and monitor program budget by reviewing service delivery plans, management of services that pertain to expenditures of allocated funds and review units of service for each client. In collaborative efforts with other site management team and Program Director, develop quarterly fiscal projections.
- Provide uninterrupted coverage in accordance with licensing standards by scheduling staff, arrange substitute coverage during staff absences, and approve staff leave requests in a manner that anticipates program needs. Monitor and follow up, if needed, with all crisis calls occurring outside of program hours.
- Complete employee evaluations in a timely manner to assess staff competencies. Provide clinical direction and supervision to all assigned staff, and identify performance strengths and weaknesses, performs corrective coaching in a timely and effective manner and maintains weekly supervision records as well as individualized training plans. Ensure that orientation, in-service training and continuing education for staff members are met and that staff members receive training necessary to improve working knowledge of designated job duties to enhance service provision.
- Ensure that all policies and procedures are being implemented to guide and support the provision of services provided. Recommend any policy and procedure changes to assigned Program Director.
- With assistance of fellow site management team members, develop and implement QI measurement system to assure and promote continuous improvement as a team. Oversee team approach to increase communication, examine any complaints and develop plans to address program concerns. Assist Program Director in quarterly reports and indicators.
- Secure appropriate referrals from other service providers while ensuring that the program is making appropriate referrals to other agencies.
- Oversee environmental conditions in terms of safety, cleanliness, vehicles, food and coordination with operations personnel.

REFERENCES

Available Upon Request.

RECEIVED NOV 01 2012

No. 2577

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Steven C. Taylor

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

JUN 11 2013

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2008023981
STEVEN C TAYLOR

STEVEN C TAYLOR

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2008023981

STEVEN C TAYLOR

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

RECEIVED NOV 01 2012

No. 5440

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Steven C. Taylor

Continues to meet the standards and qualifications of a
SATOP Qualified Professional
as determined by the Board.

President

Expiration Date: **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Melanie Tipton

PERSONAL STATEMENT: I am a determined hard working individual who works well with others and I feel that I would be a valuable asset to your company. I am seeking a work environment where I am able to apply my skills and experience to new challenging opportunities.

EDUCATION

Bachelor of Science, Psychology/Sociology
Northwest Missouri State University, Maryville MO

RELATED EXPERIENCE

7/12 to current — *Community Support Specialist Supervisor, Preferred Family Healthcare, Trenton MO*
Coordinate communication with other agencies and referrals in the community. Responsible for file review and review client suggestions and grievances. Development of training and facilitation of in-services. Oversee team approach to increase communication between staff, client, families and other agencies to promote wellness of the client.

09/09 to 7/12 — *Clinical Supervisor, Preferred Family Healthcare, Trenton MO*
Responsible for providing casework services to clients by planning, organizing, staffing, and directing patient care on a daily operational basis. CSTAR, SATOP, and Drug Court programs are supervised.

04/05-09/09 — *Associate Counselor, Preferred Family Healthcare, Trenton MO*
Provide individual counseling and facilitate group therapy.
Assisted clients with building skills to live a health lifestyle free of alcohol and drugs.

09/03-04/05 — *Community Support Worker, Preferred Family Healthcare, Trenton, MO*
Professional liaison with referral sources, employers, medical professionals, attorneys, and other community resources. Teach classes on drug and alcohol addiction, self-esteem, guilty, shame, life management classes, and relapse prevention class. Access community resources for assistance with housing, utilities, clothing, education, childcare and medical conditions. Help encourage clients to create sober "fun" leisure time activities to participate in. Assist with scheduling continued treatment.

CERTIFICATIONS:
CPR, February 2014
CPI, February 2014
CCDP #5012
CRADC #3176
MARS #6744

No. 6744

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Melanie M. Tipton

Continues to meet the standards and qualifications of a
Medication Assisted Recovery Specialist
as determined by the Board.

President

Expiration Date: **10/31/2015**

No. 5012

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Melanie M. Tipton

Continues to meet the standards and qualifications of a
Certified Co-Occurring Disorders Professional
as determined by the Board.

President

Expiration Date: **10/31/2015**

No. 3176

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Melanie M. Tipton

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Kelly Van Vleck

Objectives

To Manage behavioral Health Programming.

Education

- **Bachelor of Science Degree in Psychology**, minor in Sociology from Truman State University formerly Northeast Missouri State University, 1989

Credentials

Certified Reciprocal Alcohol and Drug Counselor
Co-Occurring Disorders Professional

Experience

Program Director 2007 --to present
Preferred Family Healthcare (900 East la Harpe Kirksville, Mo 63501
Manage the clinical and fiscal aspects of the programs for substance abuse and mental health programs.
Development of behavioral health programs and services.

1990- Preferred Family Healthcare, Inc. -Several positions held counselor, community support specialist supervisor, clinical supervisor, Co-Occurring Development Coordinator and Program Director

Skills

- Managing Budgets
- Implementation of evidence based practices
- Clinical skills

No. 4991

NOV 21 2013

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Kelly L. Van Vleck

Continues to meet the standards and qualifications of a
Certified Co-Occurring Disorders Professional
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

NOV 21 2013

No. 856

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Kelly L. Van Vleck

Continues to meet the standards and qualifications of a Certified Reciprocal Advanced Alcohol Drug Counselor as determined by the Board.

President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

NOV 21 2013

No. 6090

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Kelly L. Van Vleck

Continues to meet the standards and qualifications of a
Medication Assisted Recovery Specialist
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 5th judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Dian Banks (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Banks has been working at PFH since 2011. As a Therapist, she completes assessments, provides counseling services, facilitates group therapy sessions, and attends staff meetings and treatment team meetings. She works with clients with substance abuse issues and dual diagnosis. She has a B.S. in Psychology, a M.S. in Counseling Psychology, and a LPC license.
2. Paula Eidenshink (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Eidenshink joined PFH in 2007. She is responsible for serving as a liaison between families, courts, juvenile offices, and other referral sources, while also assisting clients in obtaining services in the community. She has a B.S. in Psychology.
3. Jason Hinckley (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Mr. Hinckley came to PFH in 2004 and became a Clinical Supervisor in 2011. He provides adolescent counseling services as well as leading and supervising clinical staff. Mr. Hinckley also completes file reviews, facilitates weekly staffing, and is responsible for providing oversight for billable services. He has a degree in Biblical Studies and Graphic Design, as well as a CRADC license.
4. Jonathan Phillips (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Phillips joined PFH in 2009. He counsels individual clients on various goals in the treatment plan, organizes clients' charts and the initial paperwork in sessions, as well as contacts referral sources and guardians, while providing counseling groups, education groups, and crisis intervention. He has a CRADC designation.
5. Jase Rivera (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Rivera came to PFH in 2012 as a Rehabilitation Technician and was promoted to Associate Counselor. He provides individual and group counseling to adolescents; and administers intake, screenings, and assessments; assists consumers through the transition process; and develops treatment plans. He has a RASAC II license.
6. Darla Todd (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Todd joined PFH in 2013. She facilitates family counseling, provides treatment for co-occurring needs, as well as grief and trauma. Additionally, she facilitates weekly groups for adolescents seeking to find support among their peers and managing emotions related to trauma and grief. She has a B.A. in Business Management, a M.S. in Counseling Psychology, and is a PLPC.

Dian Banks

Work Skills:

Parenting Skills	Working with People	Tutoring
Organized	Listening Skills	Fast learner
Level Headed	Self-starter	Team worker

Employment History:
Preferred Family Healthcare
3510 Fredrick Ave
St. Joseph, MO 64506
816-364-6007

Position Title:

Therapist to provide individual, group, family, co-occurring and trauma counseling with the adolescent substance abusers. Began September 13, 2011.

MHM Mental Health Services at WRDCC
3401 Paraon
St. Joseph, MO 64506
816-387-2158

Position Title:

Provide individual counseling, group counseling and doing intakes to assign mental health level for the prison system worked with duel diagnosis people i.e. both mental health and substance abuse issues and worked with victims of trauma. Began August 26, 2008 until July 5, 2011.

KCCC
3401 Paraon
St. Joseph, MO 64506
816-387-8541
Position Title:

Provide group and individual counseling for the Partial Day Treatment Program. Teach educational groups with the offenders in the Substance Abuse program. Began November 6, 2006 until August 20, 2008.

Education:

Northwest Missouri State University MS in Counseling Psychology 1992
Southwest Missouri State University BS in Psychology 1989

I have worked mainly with sexually abused children and adolescents. I have gone to many workshops and seminars on this topic. I also attended a workshop by Master and Johnson on the subject of sexual trauma and diagnoses. I now attend approximately 40 clock hours off training cach year to keep up with the many diagnoses that I work with. I am a Missouri Licensed Professional counselor. I received the licensure as of July 1997. The license number is 002222. I am President of MACA (Missouri Addictions Counselor Association) and have been on the Board since January 2006. I have given several talks at the conference sponsored by MACA on "What is Trauma?" and the tools to work with trauma.

JUN 19 2013

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 002222

DIAN R BANKS

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Objective
I am pursuing a career in Psychology.

Education
Missouri Western State University
2001- May 2007
Major: Psychology GPA: 2.3

Employment Experience
Preferred Family Healthcare, St. Joseph, MO
Aug 2007- present
Community Support Specialist
Job Duties: Act as liaison between families, courts, juvenile office, and other referral sources. Assist clients with connecting to services in the community.

The Ups Store, St. Joseph, MO
Nov 2006-Aug 2007
Associate

USA 800, St. Joseph, MO
Sep 2006- Nov 2006
Customer Service Representative

Casey's General Store, St. Joseph, MO
Jun 2002- Sep 2006
Cashier/ Cook

Pizza Royal, St. Joseph, MO
Oct 2001- Aug 2002
Waitress/ Cook

Kid's Corner Daycare, St. Joseph, MO
May 2001- Aug 2001
Daycare Attendant

Additional Experience
Noyes Home, St. Joseph, MO
Volunteer Sept 2006- Sept 2006

- Mentored a child.

The YWCA Women's Shelter
Volunteer Oct 2003-Dec 2003

- Job Shadowed.

Skills
Community Support Work
Adolescent Groups
Substance Abuse Education
Microsoft Word
Microsoft Excel
Microsoft Powerpoint
Customer Service
Communication Skills

Paula J. Eidenshink

Jason Hinckley

02/20/14

Profile

I am a 33 year old father of two who has experienced life of struggles with substance abuse. I got into the field of Substance Abuse Treatment based on my victory and trial of addiction where I have conquered for the past ten years. I have worked with recovering addicts for the past 10 years of my recovery. I have a passion to serve the youth and give them hope for a future drug free and full of purpose. During my journey I realized that I have been given the ability to lead others and equip them to be the best they can be.

Experience

Clinical Supervisor, Preferred Family Healthcare; St. Joseph, Mo. - 2011-Current

This position consists of leading and supervising a staff of ten and making sure the consumers we serve are getting the best quality of services. I meet with clinical staff weekly and utilize the tap 21 to train counselors to reach their fullest potential. I also do a lot of administrative tasks and reviewing staff documentation.

Substance Abuse Counselor, Preferred Family Healthcare; St. Joseph, Mo. - 2004-2011

This position consists of meeting with teenagers who have struggles with substance abuse and mental health problems. On a daily basis I counselor these teenagers on an individual basis.

11/20/13

Jason Hinckley

Pastor, Living Hope Church; St. Joseph, Mo. - 2010-2011

This position consists of leading a church location in St. Joseph, Mo. I preach on Sunday' s and shepherd the congregation. I am involved in overseeing the ministries in the church, equipping leaders, and moving the church in a positive direction.

Pastoral Intern/Staff, Wellspring Community Church; St. Joseph, Mo. - 2006-2010

This position consisted of being equipped to lead the church. I lead many outreaches in the community. I was in charge of raising financial support for my salary and developing relationships within local organizations.

Night shift assistant manager, Hy-Vee, Kansas City, Mo. - 2004-2006

This position consisted of managing the store overnight and making sure that all obligations were completed on time and efficiently. I spent time encouraging people and building team within employees. It also consisted of the help of cleaning the store and taking inventory.

Ramp Lead, G.A.T. (Delta Airlines), Kansas City, Mo. - 1999-2003

This position consisted of making sure that all employees were in position and ready to turn planes around without any delays at assigned gates. The job description consisted of downloading and uploading cargo according to the manifest. There was customer service involved and a correlation between ramp, operations, and gate agents.

Jason Hinckley

02/20/14

Education

Midwestern Baptist Theological Seminary, Kansas City, Mo. - Biblical Studies 2008-2011

Missouri Western State University, St. Joseph, Mo. - Graphic Design 2006-2008

Maple Woods Community College, Kansas City, Mo. - Substance Abuse Counseling 2004-2006

Volunteer

Substance Abuse Recovery Activities

- Anti - Drug convention chair
- Anti - Drug activities chair
- Mentored recovering drug addicts
- St. Joseph Drug Coalition co chair

Social Work Activities

- Stjoeserve community outreach - committee member
- Elementary school Easter egg hunt coordinator
- Mentored kids at Elementary school
- Mission Trip to Thailand in 2009, 2010, 2011,2012, and 2013 to serve the inner city slums, drug treatment centers, Tsunami aftermath counseling, and different social justices
- Mission Trip to El Salvador to drill a well in a impoverished village with no clean drinking water
- Second Harvest - local food pantry
- Wildlife volunteer (youth ministry)
- Lead a young leaders group (19-30 years of age)

Skills

Job Related Skills

- Great communication skills
- Educated in different evidence based practices
- Leadership development skills
- Suicide training
- Trauma informed Trained
- Knowledgeable in supervision for substance abuse counselors
- Experienced in developing staff to reach their fullest potential
- Development of Policy and Procedures for agency
- Develop innovative strategies to better services within agency
- Understanding of CSTAR programs

Personal Skills

- Leadership
- Administration
- Innovative
- Believe in good Customer Service
- People Skills
- Hard Worker
- Motivated and committed

Computer Skills

- Microsoft Office
- Adobe Photoshop
- Adobe Dreamweaver
- Final Cut
- Technology Communications

No. 4612

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Jason S. Hinckley

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Jonathan Phillips RT/AC

Experience: I am a two year recovering addict with a passion to help other addicts find recovery.

On March 16, 2009 I joined the PFH team in St. Joseph where I perform the duties of a Counselor. At PFH I enjoy running the groups everyday and provide one on one sessions for clients. Prior to working at PFH I held the responsibility of chairman for the Eagle's Nest NA/AA meeting in Maysville Missouri since March of 2008.

Goals: I plan on pursuing a successful career in substance abuse counseling. To provide every suffering addict the reward of recovery.

Education: I graduated from Western Heights High School in Oklahoma City May of 2000. I attended college at Oklahoma City Community College from September of 2001 of and on to May of 2005.

Contact information:

David Applegarth: 1-816-449-2114 relation: Former employer at Vivco Components.

Mitzi Teliczan: 1-816-271-4659 relation: Community health services.

Kari Kerchner: 1-816-364-6007 relation: Current employer.

No. 4842

NOV 26 2013

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Jonathan R. Phillips

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Jase E. Rivera

Area of Specialty

Counseling

Education

Recognized Associate Substance Abuse Counselor II *November 2013- Present*

Recognized Associate Substance Abuse Counselor I *October,2012- November2013*
Missouri Substance Abuse Professional Credentialing Board

Diploma *August, 2003 - May, 2006*
Lafayette High School
412 East Highland Ave

Missouri Western State University *August, 2006-May, 2008*
4525 Downs Dr, 64507
Seeking degree

Experience

Preferred Family Healthcare, St. Joseph, MO
Rehab Technician *March,2012,-December 2013*
Leading substance abuse group education and providing transportation

Associate Counselor *October 3rd 2012,- Present*
Provided community-based substance abuse prevention counseling to adolescents.
Individual and group counseling

Career Achievements

- Facilitated group counseling and group education: Life Skills, Healthy Lifestyles, Relapse Prevention, 12 step self-help, Criminal Thinking, and Anger Management
- Maintain charts and all documentation (group logs, individual counseling sessions, and treatment plans on a daily basis.
- September Employee of the Month
- Certificate of Commendation
- Certificate of Commendation for zero late notes 100% of the time
- Able to perform well under administrative pressure
- The ability to bring forth creative ideas and deep client thoughts and feelings. Passionate about giving the highest quality care possible to every client.
- The ability to problem solve and work well within a team
- Gracefully engages clients in all areas of their lives. Very effective at building report with client.

No. 7717

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Jase E. Rivera

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

DEC 18 2013

Recognized Associate Substance Abuse Counselor II

Awarded on November 13, 2013

Missouri Substance Abuse Counselors Certification Board, Inc.
MSACCB
Inc. June 1977

President

Alicia Ozenbaugh MACSTAP

Secretary

Darla Todd

Mental Health Counselor

Self-motivated counselor in training with excellent computer skills. Quick learner with 10+ years of customer service experience. Enjoys working with adolescents, children and families.

Education

MS in Counseling Psychology, 2012, Avila University, Kansas City, MO
Graduate Child and Adolescent Certificate, 2012, Avila University, Kansas City, MO
BA, in Business Management, 2009, Webster University, Kansas City, MO
AA in Human Services, Minor Business, 2004, Longview Community College, Lees Summit, MO

Social Services Experience

Therapist Preferred Family Healthcare, St. Joseph, MO 2013-Current

- Facilitates family counseling with clients in order to improve communication and functioning within the family.
- Utilizes cognitive behavioral therapy to effectively treat co-occurring, grief and trauma for adolescents while attempting to heal grief and losses.
- Utilizes Motivational Interviewing techniques in order to motivate clients to stay clean and sober while allowing them to create self-guided goals for their life.
- Facilitates weekly groups for adolescents seeking to find support among their peers and managing emotions related to trauma and grief.

Parent Aide Alter Counseling, Kansas City, MO 2013

- Facilitates supervised visits with families to ensure safe and appropriate interactions between parents and children.
- Transports children to appropriate and approved visitation locations.
- Provides education for parents to increase parental knowledge of appropriate behaviors, discipline techniques and care of children.

Counseling Intern Two Rivers Psychiatric Hospital, Kansas City, MO 2012

- Facilitated group therapy for adolescents and pre-adolescents involving various therapeutic activities.
- Processed discharge plans for adolescents and pre-adolescents including referrals for effective individual therapy and psychiatric needs.
- Facilitated family meetings for adolescents and pre-adolescents to ease transition back into family.
- Processed assessments for new patients to ensure accurate and detailed background information is gathered.
- Assisted in production of extensive provider list to ease future discharge planning.

Counseling Intern THRIVE (Trauma Healing Institute), Kansas City, MO 2012

- Co-facilitated group therapy involving psychoeducation and trauma processing.
- Processed assessments for new patients to ensure accurate and detailed background information is gathered.
- Facilitated individual therapy for adult trauma survivors including relaxation and trauma processing.

Practicum Student Counselor Avila University, Kansas City, MO 2011

- Facilitated individual counseling for various clients.

Previous Experience

Scoular Co. Overland Park, KS 2006-2010
Merchandiser Assistant and Credit Administrator

Allied Staffing, Overland Park, KS 2005-2006
Administrative Assistant/PMA for HNTB
Administrative Assistant for Midwest Mechanical Contractors

Triangle Sales, Lenexa, KS 2003-2005
Administrative Assistant

Sprint, Overland Park, KS 1998-2003
Revenue Assurance Rep, Data Sales Center, Kansas City, MO

Departmental Assistant, Sales Compensation, Overland Park, KS
Telecommunications Relay Operator, Telecommunication Relay Service, Independence, MO

Volunteer Activities

Raytown Christian Church, 2010-2013
Psychbowl, Avila University, 2010
Scoular Charity Committee 2006-2010
Lee Denim Day Coordinator, 2005-2009
Employee Relations Committee Coordinator (MMC), 2005
Take Your Daughter to Work Day Coordinator, 2005
Harvesters Food Drive Ambassador, 1999-2002
Community Relations Team (Sprint Relay), 1999-2000

JUL 16 2013

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH MAY 14, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013014381

DARLA S TODD
DIAN BANKS-002222
PREFERRED FAMILY HEALTHCARE
3510 FREDERICK AVE
SAINT JOSEPH MO 64506
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 7th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Shellie Blodgett (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Blodgett joined PFH in 2009. She is responsible for case management, referral facilitation, communicating with POs, conducting individual sessions with consumers, completing needs assessments, assisting with transition/relapse prevention planning, and facilitating group education. She also assists with the Achieving Recovery Through Creativity creative arts programming.
2. John Fanska (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Fanska came to PFH in 2013. He provides case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, discharge planning, facilitates educational groups, and regularly communicating with referral sources/guardians regarding consumer care. He has a B.S. in Psychology and a M.A. in Counseling and Guidance.
3. Kelsey Hanner (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Hanner joined PFH in 2013. As a Counselor, she provides services including intakes and assessments, individual and group counseling sessions, family conferences, and family therapy sessions. She has a B.A. in Psychology, a M.S. in Counseling Psychology , and the following credentials: CRADC, PLPC, and SQP.
4. Joshua Harms (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Harms came to PFH in 2014 as a Therapist. In his role, he perform screenings and assessments, develops treatment plans, and participates in clinical staffing and team meetings. He has a B.A. in Pastoral Ministry, a M.A. in Divinity, and a M.A. in Counseling.
5. Jessica Kensinger (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Kensinger joined PFH in 2013. As an Associate Counselor, she assists clients with transitioning planning, assists clients with identifying needs and resources for families, works with Juvenile Officers and families, and provides substance abuse counseling. She is pursuing a B.A. in Psychology and is certified as a RASAC I.
6. Angelana Kreeger (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Kreeger joined PFH in 2013. She provides counseling to adolescents and adults with substance abuse, co-occurring, and trauma needs; facilitates counseling groups; creates individual treatment plans; and provides assessment and diagnosis services. She has a B.A. in Psychology, a M.A. in Counseling Psychology, as well as a LPC certificate.

Personnel – 7th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
7. Lorinda Meyer (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Meyer came to PFH in 2013, with over 18 years' experience in behavioral health. She provides clinical oversight for staff and programming for adolescents and adults with addictions and co-occurring mental health disorders, as well as oversight for performance improvement activities relating to timeliness, effectiveness, and quality of program services, compliance with accreditation and best practice standards, and monitoring of outcome measures. She has a B.A. in Psychology, a M.A. in Counseling and Guidance, and is licensed as a LPC.

Shellie Blodgett

Case Management/Artistic Professional seeking a full time position that will utilize working knowledge of consumer services as well as expand and strengthen current experience.

Employment

PREFERRED FAMILY HEALTHCARE (MENTAL HEALTH AND ADULT SUBSTANCE) — FEBRUARY 2009 TO PRESENT
CSS (Community Support Specialist)/Psycho Social Rehabilitation — Kirksville/Liberty, MO

- ·Case management/provide consumers with referrals and resources
- ·Answer phones, schedule appointments, file, fax, scan, data entry
- ·Communicate with referral sources/Probation and Parole officers
- ·Send correspondence to consumers and other relevant businesses
- ·Utilize Microsoft Word and Microsoft Publisher
- ·Discharge consumers/update census
- ·Individual sessions with consumers
- ·Complete consumer needs assessments
- ·Complete consumer transition/relapse prevention planning
- ·Provide community support referrals/resources
- ·Transport consumer into the community to assist with needs
- ·Facilitate substance abuse/mental health group education
- ·Record accurate session notes to billing/state requirements
- ·Compose consumer treatment plans
- ·ARTC (Achieving Recovery Through Creativity) for ADA and CPRC programs
- ·Supervision of the ARTC program within the CPRC (mental health, life skills, and community integration) programs (Liberty MO, Kirksville MO, and Hannibal MO)
- ·ARTC Point Person Kirksville PSR (Psycho Social Rehabilitation) program
- ·Design and execute therapeutic art projects
- ·Contest entry for consumer completed art projects
- ·Fund raising
- ·Photography/photo manipulation
- ·Various graphic design projects (shirts, calendars, cards, stationary, menus, etc...)
- ·Minor travel to other sites
- ·Weekly Enhanced Summary Notes
- ·Lead discussion groups for therapeutic purposes
- ·Lead life skills groups and assist with community integration
- ·Work with consumers on complying with treatment plan goals
- ·Consumer transportation to and from program site
- ·Constant consumer supervision
- ·Prepare billing logs and assist with corrections
- ·Thorough chart review for state audits
- ·Office organization and assist in meeting state regulations
- ·Utilizing various office machines (computer, phone, fax, copier, etc...)
- ·Distribute medications during group hours

BLODGETT PHOTOGRAPHY — 2001 TO PRESENT
Freelance Photographer — Liberty, MO

- ·Senior/Sporting Event Portraits
- ·Pregnancy/Family/Wedding/Engagement Portraits
- ·Photo Editing/Bindery
- ·Various graphic design projects/Letterhead and business cards

GREEN HILLS SUPERIOR CARE — 2007 TO 2009
Off Site Manager/ISL Support Staff — Kirksville/Trenton, MO

- ·Supervision of the Off Site program and staff
- ·Schedule staff and consumer community integration appointments and activities
- ·Work in conjunction with house staff to provide a quality program
- ·Integrate consumers into the community
- ·Assist consumers in meeting treatment plan goals
- ·Attend meetings and assist with writing and implementing treatment plan goals
- ·Design and execute therapeutic projects

·Work with consumers on treatment plan compliance
·Consumer transportation
·Constant consumer supervision
·Prepare community integration logs and assist with corrections
·Work with DMH to ensure program state regulations are met
·Utilizing various office machines (computer, phone, fax, copier, etc...)
·ISL support staff
·ISL medication distribution
·Assist ISL consumer on activities of daily living
·Job coach for ISL consumers

ACADEMY OF HAIR AND NAIL ARTISTRY — 2005 TO 2006 (SCHOOL CLOSED)
Instructor — Brookfield, MO

·Teach practical cosmetology and cosmetology theory
·Supervision of student/client services/continuing education
·Calculate hours in accordance with state guidelines
·Ensure state regulation compliance
·Sanitation inspections
·Organize field trips

ASSOCIATED WHOLESALE GROCERS — 1998 TO 2003 (PRINT SHOP DEPARTMENT CLOSED)
Print Shop/Bindery — Kansas City, KS

·Perforator/Dye Cut
·Collator/Staple/Drill
·Negative Masking/Miscellaneous bindery tasks
·Padding/Paper Cutting

NORTHEAST MISSOURI COMMUNITY ACTION AGENCY — 1995 TO 1998
Data Entry Specialist — Kirksville, MO

·Data entry/Calculate Inkind
·Design company newsletter
·Assist state auditors
·Secretarial duties/Safety Committee Secretary
·Minor computer technical assistance

Education

CHILLICOTHE BEAUTY — 2004-2005
Instructor training, lesson plans, student supervision — Chillicothe, MO

CHILLICOTHE BEAUTY — 2003-2004
Cosmetology Class CA, cosmetology theory, cosmetology practical — Kirksville, MO

KIRKSVILLE AREA TECHNICAL CENTER — 1990-1995
Graphic arts, screen printing, press printing, bindery, business — Kirksville, MO

KIRKSVILLE HIGH SCHOOL — 1989-1993
General, graphic arts, screen printing, press printing, bindery, business — Kirksville, MO

References

GREG DABNEY	660-488-5511
RACHAEL MATTINGLEY	660-665-1962
SHEILA FUNK	660-216-1580
MINDY BARRINGER	913-406-6368
ANNIE HENNIES	785-842-2508
JIM LUMSDEN	573-330-9855

John Joseph Fanska

Education

MASTER OF ARTS
Counseling and Guidance
University of Missouri – Kansas City
2005 – 2008 BACHELOR OF ARTS
Psychology
University of Missouri – Columbia
2001 – 2005

Work Experience

PREFERRED FAMILY HEALTHCARE
Community Support Specialist
Outpatient Substance Abuse

Adolescent and Adult Services
Liberty, MO
2013 – Present
Responsibilities: Provides case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning. Other responsibilities include facilitating educational groups and regularly communicating with referral sources/guardians regarding consumer care. Demonstrates skills in developing positive and productive consumer relationships and the ability to negotiate complex service systems to obtain needed services and resources for consumers.

KVC HEALTH SYSTEMS, INC.
Psychiatric Counselor
Behavioral Health
Kansas City, KS
2013 – 2014

TRI-COUNTY MENTAL HEALTH SERVICES, INC.
WILLOWBROOK, INC.
Youth Day Program Supervisor
Psychiatric and Behavioral Health
Kansas City, MO
2010 – 2013

SAINT LUKE'S HEALTH SYSTEM
Mental Health Technician
Adult and Adolescent Psychiatric Services
Smithville, MO
2009 – Present

KELSEY L. HANNER

QUALIFICATIONS SUMMARY

Professional and experienced counselor with an extensive background in providing clinical interventions for substance abuse and/or mental health issues that need to be addressed in order to empower clients to develop the knowledge, skills and support systems needed in order to prevent relapse. Highly motivated and results oriented with the ability to perform well in a fast paced environment. Dependable and detail oriented with excellent communication and organizational skills. Extensive background in the following competencies:

- Individual Chemical Dependency Counseling
- Intake Assessments
- Treatment Planning
- Group Counseling/Education
- SATOP Qualified Professional
- Community Support Work Supervisor
- Drug Court Liaison

PROFESSIONAL EXPERIENCE

Preferred Family Healthcare **August 2013 to Present**

Substance Abuse Counselor

- Provide initial assessment and determine the appropriate treatment services (outpatient and residential) and plan necessary for their level of need
- Initiate treatment planning and develop goals for patients to promote growth in recovery
- Provide individual substance abuse counseling and family consultation
- Conduct group counseling and education classes
- Participates in case reviews as a member of a multi-disciplinary team
- Provides crisis counseling
- Collect and monitor initial and ongoing urinalyses and breathalyzer screenings
- Processes discharges in an appropriate and timely manner
- Assist with providing Offender Management Unit Assessments
- Assist in conducting Offender Education Programs and Weekend Intervention Programs
- Assist in conducting the Adolescent Drug Education Program
- Experience with adolescent juvenile offenders and non-offenders (high-risk)
- Applies appropriate theoretical orientations (including cognitive-behavioral)

Drug Court Liaison

- Participates in team meetings with Drug Court team members as treatment advocate, providing guidance and consultation regarding treatment care and planning
- Provides weekly progress reports on patient progress
- Monitoring and advocating for both patient and court
- Monitor patient schedule to ensure compliance with Drug Court program billing policy

Community Support Work Supervisor

- Supervise and maintain a team of qualified support staff through training, evaluating performance, and taking corrective action when necessary
- Continuous communication with team members and management, escalating issues when necessary
- Provide consultation for delegation of case work
- Coordinate multiple cases, which included managing staff workload, resources, and schedules
- Maintain a positive working relationship with the staff, patients, and management to provide the quickest possible resolution

Community Support Worker (CSW)

- Conducted case management assessments, initiated goals related to case management, helped patients locate and access resources in community, advocated for patients when relating to other agencies, conducted and documented treatment plan reviews with the treatment team

Pathways – Belton, MO **May 2009 to March 2010**

Community Support Specialist (CSS)

Jose Peppers, Inc. – Belton, MO **December 2003 to September 2009**

Busser/Server/Expo/Service Leader

EDUCATION and CREDENTIALS

- **Avila University**, Kansas City, Missouri - Master of Science in Counseling Psychology, 2012
- **Columbia College - Kansas City**, Kansas City, Missouri - Bachelors of Arts Degree of Psychology, 2008
- **Longview Community College**, Lee's, Summit, Missouri - Associates in Arts Degree, 2006-2007
- Certified Reciprocal Alcohol and Drug Counselor (CRADC) – 2012
- SATOP Qualified Professional (Substance Abuse Traffic Offender Program) - 2013

No. 5886

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Kelsey L. Hanner

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: 10/31/2015

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH AUGUST 06, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013029099

KELSEY L HANNER
SHANNON HISER-2010021053
CASS COUNTY PSYCHOLOGICAL SERVICES
306 S INDEPENDNECE
HARRISONVILLE MO 64701
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Petitioner's Exhibit 3 OSCA 14-1042

OCT 1 4 2013

No. 7378

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Kelsey Hanner

has met the standards and qualifications
of a SATOP Qualified Professional
as determined by the Board.

President

Expiration Date 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 7378

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Kelsey Hanner

has met all the standards and qualifications
required of a substance abuse counselor as
determined by the Credentialing Board and is
hereby conferred the title of
SATOP Qualified Professional
Awarded 4/2/2013

Cliff Johnson
President
Alicia Ozenberger
Secretary

Joshua Harms

EDUCATION

Bachelor of Art in Pastoral Ministry May 2006
Southwest Baptist University, Bolivar, MO

Master of Arts in Divinity August 2010
Midwestern Baptist Theological Seminary, Kansas City, MO

Master of Arts in Counseling December 2012
Midwestern Baptist Theological Seminary, Kansas City, MO

RELATED EXPERIENCE

Therapist
Preferred Family Healthcare *February 2014-Current*

- *Perform screenings and assessments of consumers.*
- *Development treatment plans for consumers.*
- *Participate in clinical staffing and team meetings.*
- *Complete all correspondence in a timely fashion.*

Counselor October 2012- February 2014
New Leaf Counseling Center Kansas City, MO

- Provide a wide variety of Therapy in a private practice setting

Intern Therapist January 2012 – May 2012
ReStart Inc. Kansas City, MO

- Provide therapy for adolescents, families, and adult clients.
- Clients diagnosed with Bipolar, Depression, Schizoaffective, sexual abuse, addictions, and etc...
- Provide intakes and therapy for incoming adolescent and adult clients.
- Collaborate and process with other therapist to form the most effective treatment strategies for clients.

Youth Care Worker December 2011 – September 2013
Marillac Residential and Hospital Facility Overland Park, KS

- Provide care and therapy for children and teens with a wide range of diagnosis and needs.

Pastoral Intern January 2006 – May 2006
Mount Olive Baptist Church
Bolivar, MO

- Preparing and giving sermons.
- Leading adult Bible study
- Attending all church meetings.
- Planning and organizing events.

Youth Pastor May 2006 – August 2006
First Baptist Church Marshall, MO

- Planned and organized events.
- Provided counseling to adolescents.
- Prepared weekly Bible lessons for youth.

GENERAL EXPERIENCE

Operations Manager March 2007 – December 2012
United Parcel Service
Kansas City, KS

- Ran and operated sections of a UPS facility.
- Creating schedules for 20+ employees on a weekly basis.
- Responsible for the performance and goals of 20+ employees.

Related Items

- Licensed Minister
- EMDR trained
- Certified for PREPARE/ENRICH assessments

References:
Amber Giron LMFT: 913-575-0138, Chris Cornine LPC: ccornine@mbts.edu,
Steven Greiner: 918-812-1851 & Sean Ruthrauff: 913-208-3123, Lindsay Koehler: 913-406-9987

Jessica Marie Kensinger

Profile

Motivated, personable business professional, talent for quickly mastering technology – I have my RASAC 1, had been certificate as a psych tech. in North Dakota; also passed C.A.L.M training and BLS for a medical setting. Knowledgeable in Microsoft programs. Diplomatic and tactful with professionals and nonprofessionals at all levels. Accustomed to handling sensitive, confidential records. Flexible and versatile - able to maintain a calm demeanor under pressure. Excellent team-building skills.

Employment History

Preferred Family Health care

Part time: September 2013 to Present
Position Held: Associate Counselor
Manager: Lori Meyer
Phone Number: (816)407-1754
Address: Westowne 7
Liberty, MO 64068
Skills Utilized: Administering U/A's; teaching education and counseling classes; transporting clients; Interact with clients; time management; handling high energy situations

University of Kansas Medical Center

Full time: July 2012 to September 2013
Position held: Food Service Worker
Manager: Lea England
Phone Number: (913)588-5000
Address: 3901 Rainbow Blvd.
Kansas City, KS 66160
Skills Utilized:
Knowing client diets; task management; food Prep.; client interaction

Pathways PRN: August

2011 to March 2012
Position held: Addiction Recovery Technician
Manager: Robin
Phone Number: (660) 747-1355
Address: 703 North Devasher Road
Warrensburg, MO 64093
Skills Utilized:
Client care; U/A and Breathalyzer; vitals; education; transportation; billing; charting; detox
Walgreens

Full time: April 2011 to August 2011
Position held: Point of Sale/Photo Development
Manager: Mr. King

Skills Utilized:
Interact with people; time management; handling high energy situations; money management

Hatlestad Corp.

Full time employment: June 2006 to December 2010
Position held: Nanny
Employers: Missy and DJ Hatlestad
Phone Number: (701)663-5357
Address: 2372 Harmon Lane North
Mandan, North Dakota 58554
Skills Utilized:
Interact and help with child development; time management; handling high energy situations

Heartview Foundation

Full time employment: April 2010 to December 2010
Position held: Chemical Dependencies Tech
Manager: Janice Breeze
Phone Number: (701)222-0386
Address: 101 East Broadway Ave
Bismarck, North Dakota 58501
Skills Utilized:
Interact with clients; time management; handling high energy situations; U/A and Breathalyzer; charting; daily report; detox

Spectrum Station

Full time employment: January 2005 to June 2006
Position Held: Assistant Teacher
Manager: Jan
Phone Number: (816)459-8000
Address: 3250 Ameristar Dr.
Kansas City, MO 64161
Skills Utilized:
Interact and help with child development; time management; handling high energy situations

Waffle House

Part Time employment: September 2004 to January 2005
Position Held: Server
Phone Number: (816)781-6613

Skills Utilized:
Interact with people; time management; handling high energy situations; money management

Radisson

Part Time employment: September 2004 to January 2005
Position held: Server, banquet set up, Dish washer, Front desk
Manager: Packie
Phone Number: (816)464-2423
Address: 11828 NW Plaza Cir
Kansas City, MO 64153
Skills Utilized:
Interact with people; time management; handling high energy situations; money management

Education
2012 to Present Bachelors in Arts Psychology- estimated graduation May 2016 University of Missouri - Kansas City
2008 to 2010 Associate of Arts in Psychology - Transferred December 2010 Bismarck State College, Bismarck ND
2003 to 2005 Winnetonka High School - graduated May 2005 Kansas City, Missouri

Angelana (Angie) Kreeger

Objective:

I am seeking a counseling position to execute my counseling abilities, assessment and testing knowledge, and learned therapeutic techniques. I want to increase my supervision knowledge and skills. I am interested in furthering my therapeutic skills with children, adults, and families.

Profile:

I am a motivated, personable counseling professional with multiple college degrees, who has expansive knowledge of social services and its agencies and intensive counseling experience within several local agencies. I am a successful leader and supervisor with a record of improving the roles I have been positioned in at multiple agency levels. I am capable of quickly learning new therapeutic and testing techniques and working with new clients immediately. I am also accustomed to handling sensitive, confidential records. I am competent in counseling children, adolescents, adults and families, as well as identifying delicate situations (legal and personal) of potential clients. I am an approved supervisor for counselors-in-training, a mentor for those in the counseling community, and an approved adjunct faculty at the college level.

Education:

Saint Mary College August 2000-May 2003 Overland Park, KS
M.A. with an emphasis in Counseling Psychology 3.9

Wichita State University August 1992-December 1995 Wichita, KS
Bachelors of Arts in Psychology 3.0

Licensure/Certification

Licensed Professional Counselor in Missouri since 2005

Professional Experience

Preferred Family Healthcare December 2013-Present Liberty, MO
Therapist

- Provide counseling to adolescents and adults with substance abuse, co-occurring, and trauma needs
- Provide counseling to families of adolescents with substance abuse, co-occurring, and trauma needs
- Facilitate counseling groups
- Create and implement individual treatment plans
- Provide comprehensive assessment and diagnosis for clients in need of services

Division of Youth Services, NWR March 2010-November 2013 Kansas City, MO
Regional Clinical Coordinator

- Counseling for youth in state custody
- Assigning diagnostic codes for Medicaid billing purposes
- Training and implementing Comprehensive Individual Treatment Plans
- Responsible for Federal Medicaid Time Studies to assess the amount of treatment and determine a billable rate for services
- Supervision of Family Specialists
- Conduct Administrative Reviews for youth in state custody
- Monitoring youth movements for the purposes of Medicaid eligibility reimbursement and managed care services

NorthCare Hospice January 2005-February 2010 North Kansas City, MO
Bereavement Counselor

- Provide In-home counseling for families involved in hospice, involving anticipatory grief, early bereavement, bereavement
- Facilitator and co-facilitator for: local high school support group for teens experiencing grief and loss, agency support groups for adults experiencing grief and loss, events for local area families experiencing grief and loss,

memorial services for community members experiencing grief and loss, and memorial services for staff acknowledgement of grief and loss
- Created assessment forms that are currently in use by the department

Cavan Corporation August 1999-October 2004 Kansas City, MO
Assistant to the Director of Operations
- Assisted the Director in completing all projects for Catholic parishes in the United States including data entry for the product, professional development of materials for mailing and management of shipping the product

KC PRYDE Project November 1998-July 1999 Kansas City, MO
Case Management
- In-home case management for women and children experiencing domestic violence
- Educated women and children in local domestic violence shelters and women and children in the community regarding prevention of domestic violence

Salvation Army Emergency Lodge January 1998-May 1998 Wichita, KS
Case Management
- Shelter case management for families experiencing homelessness
- Educated men, women, and children in local emergency shelter regarding housing, health care, and education

Kaw Valley Center August 1996-December 1997 Kansas City, KS
Mental Health Technician
- Assisted in the daily living of 12-35 children ages infancy-12 in a local agency
- Provided education and care for children who have experienced physical or emotional neglect or abuse

Practicum/Intern Experience

Child Abuse Prevention Association (CAPA) August 2002- May 2003 Independence, MO
Counseling Intern
Karen Costa, Lead Social Worker and Intern Supervisor
- Provided individual counseling for children ages 4-18
- In-home counseling for new mothers receiving services in Jackson County
- Co-facilitator of groups for parenting skills, children in separation and children with sexual abuse history

Speaking Engagements:

Division of Youth Services • November 2012
Comprehensive Individual Treatment Plans

Division of Youth Services • May 2010
Individual Treatment Plans and Facility Strategy Plans

NorthCare Hospice • March 12, 2010
Normal Grief

Staley High School FACS Classes • November 12-13, 2009
Hospice Bereavement Services

Strangers Rest Baptist Church • October 24, 2009
Facilitating grief support groups

Faith Temple Family Worship • April 16, 2009
Hospice Bereavement Services

NorthCare Hospice • March 31, 2009
Professional boundaries
Panel discussion: Assessing anxiety and depression in patients and families

Midwest Regional Conference on End of Life Care • November 10, 2008
Bereavement counseling with children

NorthCare Hospice • April 16, 2008
Living with grief: Children and adolescents Teleconference--Moderator

NorthCare Hospice • March 25, 2008
Bereavement counseling for families coping with ALS

NorthCare Hospice • September 5, 2007
Professional writing and e-mail techniques

NorthCare Hospice • January 10, 2006
Elder abuse and mandated reporting

NorthCare Hospice • December 13, 2005
Dealing with grief and loss for staff

Child Abuse Prevention Association • March 11, 2003
Postpartum depression

Professional Memberships

American Counseling Association
American Counseling Association Missouri
American Counseling Association Missouri-Kansas City-Membership Trustee since 2013

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2005010425

ANGELANA MARIE KREEGER

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

LORINDA M. MEYER, MA, LPC

QUALIFICATIONS

Experienced mental health professional with expertise in the management, clinical supervision, and quality oversight of programs offering evidence-based services to children, adults, and families.

EXPERIENCE

July 2013 – Present Preferred Family Healthcare, Inc.
Clinical Supervisor – Liberty Outpatient Clinic

- Provide clinical oversight of Missouri Department of Addiction Recovery programs (ADA Adult CSTAR, ADA Adolescent CSTAR, SATOP) offered by the Liberty PFH Outpatient Clinic to residents of Eastern Jackson, Clay, Platte, and Ray Counties for adolescents and adults with addictions and co-occurring mental health disorders.

- Provide administrative and clinical supervision to program staff (Bachelor's, Master's and licensed therapists) in order to ensure the use of best practice protocols and fidelity to evidence-based treatment models. Provide support, education, and direction towards program and personal performance goals. Review, assign, and monitor cases referred for treatment services and case documentation in order to ensure that service provision is delivered in a timely and effective manner.

- Oversee performance improvement activities relating to timeliness, effectiveness, and quality of program services, compliance with accreditation and best practice standards, and monitoring of outcome measures. Ensure that all agency clinical policies/procedures reflect current program practices and up-to-date compliance with CARF accrediting standards.

- Hire, train, supervise and evaluate staff for program positions. Provide coaching and disciplinary actions in collaboration and compliance with Human Resources staff and policies.

October 2010 – July 2013 Comprehensive Mental Health Services, Inc.
Clinical Supervisor – Child & Youth Services

- Provide clinical oversight of all Missouri Department of Mental Health Children's Service programs (In-Home Intensive Community Support, Treatment Family Homes, Rehabilitation Services, Targeted Case Management, Respite Services, Children's Enhancement Project, etc.) provided by Comprehensive Mental Health Services to residents of Eastern Jackson County for children with mental illness ages 3 – 18 and their families.

- Provide administrative and clinical supervision to program staff (Bachelor's, Master's and licensed therapists) in order to ensure the use of best practice protocols and fidelity to evidence-based treatment models. Hire, train, supervise and evaluate staff for program positions, including the completion of a 90 – day evaluation and annual performance evaluations. Provide coaching and disciplinary actions in collaboration and compliance with Human Resources staff and policies.

- Oversee performance improvement activities relating to timeliness, effectiveness, and quality of program services, compliance with accreditation and best practice standards, and monitoring of outcome measures. Ensure that all agency clinical policies/procedures reflect current program practices and up-to-date compliance with CARF accrediting standards.

January 2009 – October 2010 ***Tri-County Mental Health Services, Inc.***
Program Manager – Child & Youth Services

- Provide oversight of all aspects of Missouri Department of Mental Health Children's Service programs (In-Home Intensive Community Support, Psychiatric Rehabilitation Services, Youth Psychiatric Day Treatment Program, Targeted Case Management, Respite Services) provided by Tri-County Mental Health to residents of Clay, Platte, and Ray Counties.

- Serve as liaison between Tri-County and community stakeholders, such as area school staff, juvenile officers, children's division workers, pediatricians, hospital discharge planners, ensuring that relationships are solicited and strengthened by providing regular contact and up-to-date information regarding Tri-County services available to the children and families they serve. Provide training workshops, in-services, and other public education in children's mental health needs as requested by community partners.

- Allocate, direct and administer agency resources, participate in budget planning, monitor program revenues and expenses to effectively utilize resources. Oversee earned revenue in coordination with billing department; review program provider billing on regular basis to monitor trends.

- Hire, train, supervise and evaluate staff for program positions, including the completion of a 90 – day evaluation and annual performance evaluations. Provide coaching and disciplinary actions in collaboration and compliance with Human Resources staff and policies.

November 1, 2006 – December 31, 2008 ***The Children's Place/CASC, Inc.***
Director of Clinical Services

- Provide leadership for all clinical aspects of service programs (Outpatient, Day Treatment, and In-Home Parent Aide) developed to treat the emotional, behavioral, and developmental impact of severe trauma on children, ages six weeks to 8 years, and their families.

- Develop, coordinate, implement, and evaluate clinical programs in order to ensure that services are delivered effectively and in compliance with best practice standards.

- Oversee performance improvement activities relating to timeliness and quality of clinical services, compliance with accreditation standards, and monitoring of outcome measures.

- Allocate, direct and administer agency resources, participate in budget planning, monitor program revenues and expenses to effectively utilize resources. Oversee revenues in coordination with billing department; review program provider billing on regular basis to monitor trends.

- Ensure that all agency clinical policies/procedures reflect evidence-based program practices and up-to-date compliance with all accrediting standards including Joint Commission and NAEYC.

- Hire, train, supervise and evaluate staff for all clinical positions. Ensure quality field placement/internship experiences for qualified MSW or MA students; maintain positive relationships with universities offering field placement of advanced clinical students.

- Manage program requirements for various funding sources, including public and private grantors and third party insurers. Serve as liaison with other agencies involved; participate in collaborative meetings as required. Oversee completion of all required reporting and documentation.

- Oversee credentialing and privileging activities for clinical service providers.

August 2002- October 2006 ***Spofford/Cornerstones of Care***
Vice President for Clinical Services

- Provided leadership and direction for clinical programming for SED children ages 4 -12 and their families, so that services are coordinated, delivered in an effective and efficient manner, are of the highest quality, and are responsive to customer/consumer needs and contract/licensing/accreditation/funding requirements.

- Prepared and provided oversight of Spofford's $3.1 million clinical program budget, including the development of revenue assumptions and monitoring of all client-related services and expenses.

- Provided administrative and clinical supervision to Program Directors of Residential, Foster Care Case Management, and Community-based Programs.

- Supervised the staffing of all clinical departments, including hiring, training, supervision, evaluation, promotion, discipline, and termination in accordance with agency policy and procedures.

- Coordinated and implemented Spofford's Continuous Quality Improvement Program.

- Participated in agency strategic planning, providing technical clinical information, and quality improvement and program expansion recommendations to the President/CEO as requested.

- Served as ongoing liaison between Spofford and funding, licensing, and accrediting entities, so that relationships were maintained and services remained flexible and creative in response to community needs.

- Participated as a member of Cornerstones of Care Leadership Team, a collaborative entity consisting of senior leaders for Spofford, Ozanam, Gillis, Marillac, Healthy Families and Counseling, and Cornerstones of Care.

October 1998-August 2002 ***Saint Luke's Behavioral Health/Crittenton Outreach Services***
Program Supervisor/Therapist 10/99 – 8/02

- Coordinated, evaluated, and supervised In-Home and community-based service provision as contractor for Department of Mental Health/Tri-County Mental Health Services for SED children ages 4 -18 and their families. Provided support and back-up through on-call and case coverage.

- Coordinated data collection, billing and monitoring of expenses.

- Supervised the process of planning and delivery of all treatment services provided by In-Home Program staff to ensure compliance with accreditation, licensing, and contract standards.

- Participated in ongoing program quality assurance, strategic planning, and budgeting.

- Trained new therapists and interns in delivery of program services and clinic policy and procedures.

- Provided outpatient individual, group, and family therapy for the Saint Luke's/Crittenton Blue Springs Outpatient Behavioral Health Clinic.

Program Therapist 10/98 – 8/02

- Provided strengths-based, in-home counseling to SED and dually-diagnosed children/adolescents and their families for Department of Mental Health and TCMHS intensive community support programs serving Clay, Platte, and Ray counties.

- Developed, prepared, and presented skill-building curriculum for quarterly 8-week Parenting Classes for parents of SED children, compliant with Family Court requirements

- Collaborated with involved agencies, schools, and area professionals as needed in a comprehensive wraparound process.

- Presented educational in-services within the community regarding youth mental health, behavioral, substance abuse issues and available services related to SED children.

September 1996-October 1998 ***Evangelical Children's Home/Steppingstone***
Director of Community Services/Intake 1/98 - 10/98

- Screened program inquiries, providing crisis intervention and/or referrals to alternative resources when necessary. Conducted Intake Interviews and Assessments of program candidates, and coordinated all details of Pre-Placement Assessment visits.

- Served as Community Liaison between ECH and organizational referral sources.

- Provided education through staff in-services to professional community regarding existing and new agency services.

Therapist 9/96 - 1/98

- Provided direct counseling services for boys and girls between the ages of 11 - 21 for issues such as depression, Bipolar Disorder, Conduct Disorder, PTSD, and sexual abuse trauma.

- Advocated for at-risk youth in areas pertaining to psychological treatment, education, and employment situations as needed.

EDUCATION

- **Master of Arts**, **Counseling and Guidance**
  University of Missouri-Kansas City

- **Bachelor of Arts**, Psychology
  Truman State University

LICENSURE/CERTIFICATIONS/SPECIALIZED TRAINING

- Licensed Professional Counselor for State of Missouri
- National Board Certified Counselor
- Mandt Certification, CPR/First Aid Certification
- Certification in the implementation of **Attachment, Self-Regulation, and Competency (ARC)**-based interventions, November, 2007.
- **Trauma-Focused Cognitive Behavioral Therapy** Completed 30 hour skills-based curriculum December, 2006.
- **Parent-Child Interaction Therapy** Completed 30 hour mastery-based course March, 2007.
- **Parent-Child Interaction Therapy Trainer** Completed 30 hour Train-the Trainer course February 2008
- **Dialectical Behavior Therapy** Completed initial training; scheduled for advanced practical course in July 2010
- **Applied Behavior Analysis Therapy** Completed 21 hour training course from Coalition for Independence in May 2010

REFERENCES

Available upon request.

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2001019077
LORINDA M MEYER

LORINDA M MEYER

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2001019077

LORINDA M MEYER

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel- 9th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Suzanne Hoerrmann* (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Hoerrmann joined PFH in 2003, serving as a Counselor. In her role, she provides chemical dependency education, facilitates group therapy and individual sessions, completes initial treatment plans, and works with the clients to establish and achieve treatment goals and objectives. She has a BSW as well as licensing as a CCDP, CRADC, and a MARS.
2. Kelly VanVleck* (Name) Program Director (Title) Program Director (Proposed Role/Function)	Ms. VanVleck came to PFH in 1990 and has held several positions before achieving Program Director. She supervises clinical and nonclinical staff; completes and monitors annual budgets; and monitors programming for adolescent and adult residential and outpatient care. She has a B.S. in Psychology. Additionally, she is licensed as a CCDP, CRAADC, and a MARS.

*The resume and/or license for this staff member was provided in another circuit's materials.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 10th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Ryan Pickett (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Pickett came to PFH in 2005 as a Community Support Specialist and was promoted to his current position in 2011. As an Associate Counselor, he provides assessments for individuals under the age of 17 with substance use problems, as well as case management services and individual counseling sessions. Mr. Pickett has a B.S. in Psychology, a M.A. in Community Counseling, and is RASAC II certified.

Ryan Pickett

Objective

Seeking a beginning counseling position with opportunities for advancement and training.

Experience

(2011-2014) Preferred Family Healthcare Hannibal, MO

Adolescent Associate Counselor/RASAC II

- As an Adolescent Counselor I have been responsible for conducting assessments for individuals under the age of 17 with substance use problems. I have also provided case management services and individual counseling sessions.

(2005-2011) Preferred Family Healthcare Hannibal, MO

Community Support Specialist

- As a CSS I have gained experience working with the chronically mentally ill and dual-diagnosis. Treatment planning, community integration, medication management, and symptom management are just a few of the ways that I assist the cliental I work with. I am trained in Crisis Prevention Intervention, First Aide, and Motivational Interviewing.

(2003) O'Hare International Airport/Chili's Restaurants Chicago, IL

Server

- My primary job was serving food and beverages to customers in the airport. At this job I learned on several occasions the difficulties faced by handicapped individuals. There were several times that I provided a handicapped individual with extra services to assure they arrived to their plane on time. I was also able to assist individuals who spoke very little English.

(2001) Osmose St. Louis, MO

GIS Technician

- I was responsible for taking inventory, mapping the global position, and checking for cable violations on utility poles in the St. Louis area. This job gave me experience dealing with individuals who were poverty stricken on a regular basis.

Education

(2008-2013) Quincy University Quincy, IL

Master's Degree in Community Counseling

(2002-2005) Hannibal LaGrange College Hannibal, MO

Bachelor's Degree in Psychology

References: References are available on request.

No. 6001

Missouri Substance Abuse Professional Credentialing Board

DEC 09 2013

Hereby Certifies that

Ryan A. Pickett

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel- 11th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Leonard Bradley (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Bailey joined PFH in 2012. As a Counselor, he provides individual sessions with clients, offers treatment planning, substance abuse evaluation and assessments, as well as contacts referral sources and guardians, while providing counseling groups, and education groups. He specializes in the treatment of co-occurring disorders. He has a CCDPD designation and a M.S. in Education/Counseling.
2. Colleen Cullen (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Cullen came to PFH in 2013. She supervises at-risk adolescents, educating them on life skills and preparing for transition; works in partnership with community programs; conducts and plans classes and group work; provides case management; maintains contact with guardians and referral sources regarding clients' treatment; and provides treatment/discharge planning. She has a B.S. in Criminology and Criminal Justice.
3. Ashley Daspit (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Dapsit came to PFH in 2013. She provides individual counseling; works in partnership with community programs; provides case management; maintains contact with guardians and referral sources regarding clients' treatment; provides treatment/discharge planning; and managing crisis situations. She has a BSW.
4. Shearl Dolejsi (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Dolejsi came to PFH in 2010. She performs assessments, provides individual and family therapy to residential consumers, and performs coordination of case management information for insurance coverage. She has a B.A. in Psychology, a MSW, and is a licensed LCSW.
5. Maureen Ellis (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Ellis joined PFH in 2009 as a Therapist. She facilitates group counseling, family conferences and individual sessions; conducts screenings and assessments; and assists clients through the transition process and develops treatment plans. She has a LCSW as well as B.A. in Sociology, and a MSW.
6. Michelle Filippi-Robb (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Filippi-Robb joined PFH in 2014. As a Therapist, she facilitates group counseling, family conferences and individual sessions; conduct screenings and assessments; and assist clients through the transition process; and develops treatment plans. She has a LPC certification.

Personnel- 11th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
7. Sean Gibbs (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Gibbs came to PFH in 2013. He provides assessments, transition/discharge planning, identifies consumer needs in the community, communicates with referral sources and guardians regarding progress, and links families with needed community services. He has a B.A. in Acting, a B.A in Performing Arts, and is pursuing a M.S. in Professional Counseling. Additionally, he has MRSS and RASAC II licensure.
8. Kathy Gouwens-Southard (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Gouwens-Southard joined PFH in 2012 as a Therapist. She provides individual counseling, conducts assessments, provides communication with referral sources/guardians regarding client care, and develops treatment plans. She has a B.A. in Broadcasting, a M.A. in Professional Mental Health Counseling, and is licensed as a PLPC.
9. Millicent Huser Palmer (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Huser Palmer joined PFH in 2008. As a Clinical Supervisor, she coordinates services and collaborates with outside agencies to provide comprehensive services to the client and client's family, completes file reviews, facilitates weekly staffing, as well as conducts intakes, and therapy. Ms. Huser Palmer also is responsible for providing oversight for billable services. She has a B.A. in Psychology and Sociology and is licensed as a CCDP, CRADC, MARS, SQP, and a Clinical Supervisor.
10. Angela Moro-Darden (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Moro-Darden came to PFH in 2011 and was a Rehabilitation Technician before being promoted to her current position. She provides case management and coordination of services, treatment/transition planning, facilitates educational and counseling groups, maintains contact with referral sources, and utilizes community resources in treatment. She is RASAC II certified, has a B.A. in Psychology, and a M.A. in Professional Counseling.
11. Natalie Neporandy (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Neporandy came to PFH in 2012. She offers coordination of treatment needs, schedules treatment, transition and discharge planning, assists consumers in utilizing community resources, facilitates educational groups, and communicates with referral sources/guardians. She has a B.S. in Rehabilitation Services and a RASAC II certification.
12. Patrick Reidy (Name) Comm. Support Specialist Supervisor (Title) Comm. Support Specialist Supervisor (Proposed Role/Function)	Mr. Reidy came to PFH in 2011. He has a B.S. in Education and is a CDAC. In his position, he supervises a team of employees who provide consumers with access to community resources. Additionally, he coordinates services and collaborates with outside agencies to provide comprehensive services to the client and client's family when needed.

Personnel- 11th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
13. Daniel Robb (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Robb came to PFH in 2012. He facilitates group counseling, family conferences and individual sessions; conduct screenings and assessments; and assist clients through the transition process and develops treatment plans. He has a LPC as well as a B.A. in Psychology, and a M.A. in Professional Counseling.
14. Phillip Russo (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Russo joined PFH in 2011. As an Associate Counselor, he develops treatment plans, processes clients' treatment goals and obstacles, and assists clients in progressing through the stages of change in order to become successful in recovery and in their lives. He is pursuing a degree and has a RASAC I certification.
15. Beth Sailors (Name) Program Director (Title) Program Director (Proposed Role/Function)	Ms. Sailors joined PFH in 1996 and has been promoted several times before obtaining her current position as a Project Director. She supervises clinical and nonclinical staff members; completes and monitors annual budgets; and monitors programming for adolescent and adult residential and outpatient care. She has a B.S. In Biology and is licensed as a CADC.
16. Mark Shields (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Mr. Shields came to PFH in 2013. In his role, he coordinates services and collaborates with outside agencies to provide comprehensive services to the client and client's family, completes file reviews, facilitates weekly staffing, as well as conducts intakes, individual and family therapy. Mr. Shields also is responsible for providing oversight for billable services. He is CRADC certified and has a B.A. in Psychology.
17. Alyssa Showers (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Showers joined PFH in 2013. She provides screening and assessment, treatment planning, and transitional processes with individuals with mental illness and/or substance abuse problems to improve their ability to perform tasks in their daily living and working environments. Other responsibilities include conducting individual and group therapy. She has B.S. in Exercise Science, is pursuing a M.A. in Professional Counseling, and is a RASAC I.
16. Michelle Stillman (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Stillman joined PFH in 2012. She was a rehabilitation technician before being promoted to her current position. She provides case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning. She also facilitates educational groups. She has a B.S. in Behavioral Science and a M.A. in Counseling.

Personnel- 11th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
17. Jada Thompson (Name) Program Director (Title) Program Director (Proposed Role/Function)	Ms. Thompson came to PFH in 2013. She has a B.A. in Psychology, a M.S. in Healthcare Management, and is a CNA. In her role, she supervises clinical and nonclinical program staff; completes and monitors annual budgets; monitors programming; facilitates group therapy; and ensures compliance.
18. Stephanie Tran (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Tran joined PFH in 2012. In her role, she performs intake/assessments, provides treatment planning, provides individual and group therapy to adolescents, while also participating in regular team/staffing meetings. She has a B.A. in Psychology, a M.A. in Rehabilitation Counseling, and a CADC certification.
19. Aaron Wallis (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Wallis joined PFH in 2013. He manages the needs of juveniles with substance abuse diagnosis in an outpatient environment, facilitates recreational groups, and provides ongoing monitoring and supervision. He has a B.A. in History and Psychology and a Juris Doctorate.
20. Elizabeth Winters (Name) Family Therapist (Title) Family Therapist (Proposed Role/Function)	Ms. Winters came to PFH in 2013. She has a M.A. in Community Counseling and a PLPC license. In her role, she engages families in adolescent substance abuse/ behavioral health outpatient treatment program. She also performs family assessment and treatment planning, as well as trauma and co-occurring counseling, as well as case management and family systems counseling for adolescents and families.

Leonard E. Bradley, MSE, CCDP-D

Skills and Qualifications

Mentoring	Establishing Relationships	Organizing and Planning
Therapy and Counseling	Problem Solving	Prioritizing Work
Education and Training	Coaching	Case Management
Social Perceptiveness	Supervision	
Monitoring Problems	Adaptability/Flexibility	

Representative Accomplishments

- Substance abuse, co-occurring, dual-diagnosis therapy to individual, families, and groups.
- Administer intake assessment instruments to children, adolescents, and adults with behavioral health, substance abuse, mental illness, and co-occurring disorders.
- Guide, counsel and evaluate assessment results used in diagnosis.
- Facilitate and coordinate over 120 counseling group sessions using individual treatment plans
- Provide behavioral health co-occurring treatment and substance abuse counseling.
- Public speaking and community presentations.
- Guide and evaluate assessment results that were used in diagnosis
- Direct sales and marketing presentations that increase sales 21%.
- Formulate budgets and P&L.
- Conduct weekly staffing meetings that communicate and implements company vision.
- Schedule and refer clients with clinicians and services to meet client's needs.
- Introduce various counseling treatment modalities and train clinicians in their uses.
- Spearhead the enrollment of EAP insurance provider increasing employer referrals.
- Supervise a case load of 29 clients, with outcomes being met 87% on average.
- Conduct intensive community based monitoring and supervision of clients inside territory.
- Market and presented consultative sales to insurance providers, doctors' and psychiatrist's offices that increased referrals and awareness by 100%.

Employment Experience

Preferred Family Healthcare Therapist	St. Charles, MO	2012- present
BTA Behavioral Health Counselor/Group Leader	St. Louis, MO	2010 to 2012
BJC Behavioral Health Case Manager	Bridgeton, MO	2006 to 2010

Education and Training

Master of Science in Education/ Counseling Education
Missouri Baptist University, St. Louis, MO

Certified Co-Occurring Disorders Professional-Diplomat, CCDP-D No. 4917
Missouri Substance Abuse Professional Credentialing Board

Clinical Supervision Training/ Clinical Supervisor Cert. #1092
Missouri Substance Abuse Counselor' Certification Board, Inc.

MAY 13 2013

No. 4917

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Leonard E. Bradley

Continues to meet the standards and qualifications of a
Certified Co-Occurring Disorders Professional - Diplomate
as determined by the Board.

President

Expiration Date: 4/30/2015

Colleen Cullen

Objective

Obtain a career to support and assist at-risk youth.

Education

University of Missouri- St. Louis

Bachelor of Science in Criminology and Criminal Justice; Psychology & Sociology Minors, May 2011

** Dean's List ~ CCJ Chair's List 2011 ~3.1 G.P.A*

Skills

- Computer Proficiency
- REJIS/MULES experience
- Data Entry
- Filing/ Editing
- Telephone Skills
- Calendar and Case
- Management
- Customer Service
- Excellent
- Organization Skills
- Decision making
- Notary Public for St. Charles County

Computer Skills

- Knowledge of Microsoft programs including Excel, PowerPoint, Access, and Word
- Basic knowledge of design programs such as Photoshop, InDesign, Illustrator
- Ability to create a website

Professional Experience

May 2013 - Current

Preferred Family Healthcare – *Community Support Specialist*

- Supervise at-risk adolescents, educating on life skills and preparing for transition.
- Work in partnership with community programs
- Conduct and plan classes and group work
- Case management
- Maintain ongoing records of supervision activity
- Maintain contact with guardians and referral sources regarding clients treatment
- Treatment planning and discharge planning

September 2012 – May 2013

MO Board of Probation and Parole – *Probation/Parole Officer I (BASES program)*

- Supervise high risk/high need offenders
- Work in partnership with community programs
- Conduct and plan classes and group work
- Conduct investigations of offender's home, work and social environments for the court
- Maintain ongoing records of supervision activity
- Attend court and submit reports to the court about offender's progress
- Prepare statistical and other reports of work activities
- Assess needs and risks of offenders to determine appropriate supervision strategy

August 2011 – September 2012

Commerce Bank – *Senior Teller*

- Handle deposits, check cashing, money orders, Official checks, traveler's checks, and saving bonds
- Receive bank line calls and greet customers
- Maintain office supplies and equipment
- Managing remote location at Breeze Park Retirement Center
- Assist high-performing financial service representative with various task including but not exclusive to; maintaining files, updating customer information, creating databases
- Receiving and processing mail

Internships

January 2011 – May 2011
Internship – Probation & Parole
Missouri Department of Corrections – St. Charles Missouri Office (17)

- Constructed case summary and violation reports
- Worked in the TAP program to make plans for improvements in offenders
- Performed assessments on offender's assets and liabilities
- Conducted daily interviews with offenders
- Observed and assisted with Court processes.

January 2010 – May 2010
Internship – Alternative School Assistant
St. Louis Family Court – Clayton, Missouri

- Tutoring and mentoring at-risk delinquent youth
- Provided guidance and support to pre-teen and teen members by listening and advising with issues involving peer concerns, questioning of values, parental conflict, and academic frustrations
- Co-facilitator/class leader in Project LEARN Program which included: grade and help with assignments and creating activities to teach youth how to redirect their anger and team building
- Observed and assisted with the Court's social groups – including helping parents create a plans for their at-risk youth & educating the youth on common problems that occur in the community and different ways to express emotions.

Additional Experience

Worked 25 to 30 hours during college career
Retail Associate, 2010-2011, String Along with Me, St. Charles, MO
Assistant Manager, 2008-2010, Dollar Deals, St. Peters, MO

References Available Upon Request

Ashley Daspit

Objective

- Seeking full time employment.

Accomplishments

- Worked at a substance abuse treatment facility for three years. Was promoted from a Community Support Specialist to an Associate Counselor after two years. Responsible for effectively and efficiently running treatment site when supervisors were unavailable. I was successful in forming relationships with at risk youth, their families; and able to collaboratively work with administrators, co-workers, and outside agencies, to ensure success of clients.

Professional Experience

Community Support Specialist – October 2013 – Current Preferred Family Healthcare, Wentzville, MO

- Knowledgeable in crisis intervention
- Use of effective communication to defuse aggressive clients or referral sources
- Liaison for the client between parents, guardians, and referral sources
- Essential job functions include case management, individual counseling, and identifying client issue
- Participate in clinical staffing to ensure proper case management of clients care
- Initiate effort to contact and re-engage clients by notifying parent or referral sources
- Assist clients and families in utilizing community resources through transitional planning
- Advocate on behalf of client and family

Psychiatric Therapist – August 2013 – Current SSM Saint Vincent's, Bridgeton, MO

- Responsible for handling day to day activities for patients
- Complete group educations
- Complete vitals
- Ensure safe physical and psychiatric environment
- Deescalate aggressive clients
- Documenting and charting on patients

Cashier – April 2012 – Current The Home Depot, Saint Charles, MO

- Work with customers to ensure their satisfaction with their shopping experience
- Respond to complaints when customers are not satisfied and provide fast, accurate, and friendly service
- Received several Homer Awards for going above and beyond job requirements
- Received Cashier of the Month twice and a Customer Service All Star Award for 2012
- Was designated as a cashier coach and trainer

Associate Counselor - Feb 2011 – Dec 2011
Community Support Specialist - Feb 2009 - Feb 2011 Preferred Family Healthcare, Wentzville, MO

- Knowledgeable in crisis intervention
- Use of effective communication to defuse aggressive clients or referral sources
- Liaison for the client between parents, guardians, and referral sources
- Successful in working in intense, stressful, and continually changing environment
- Responsible for providing individual counseling for substance abuse clients
- Essential job functions include case management, individual counseling, and identifying client issue
- Participate in clinical staffing to ensure proper case management of clients care
- Initiate effort to contact and re-engage clients by notifying parent or referral sources
- Assist clients and families in utilizing community resources through transitional planning
- Advocate on behalf of client and family

Education

Bachelor of Social Work – Lindenwood University, Saint Charles, MO • 2008

References will be furnished upon request.

Shearl Dolejsi

Counseling/Social Work

LCSW	Clinical	State of Missouri	1999
M.S.W.	Family Emphasis	St Louis University	Aug 1994-May 1997
B.A.	Psychology	University of Missouri St. Louis	1991

Honors:

- Graduated Cum Laude from St Louis Missouri
- Student council and Peer counselor at University of Missouri

CAREER SKILLS / KNOWLEDGE

- Crisis intervention
- Experience working with Children and Adolescents
- Developing treatment plans
- Interdisciplinary Coordination of care
- Individual, Group, and Family therapy
- Customer Service
- Intake assessment and referral skills
- Clinical Documentation
- Consistently met and exceeded performance expectations
- Excellent problem solving skills
- Treasury operations
- Computer operation skills
- 9 years in Employee Assistance Program administration

CAREER ACHIEVEMENTS

- Licensed Clinical Social Worker in the state of Missouri
- Trained new employees and advanced in every position of my almost 10 yrs of employment at Magellan Health Services.
- Assigned to specialized accounts and developed new company policies and procedures.
- Consistently met and exceeded company performance expectations.

WORK EXPERIENCE

Oct. 2010-Present Preferred Family Healthcare 2 Westbury,

St Charles, MO 63301 Phone: 636-946-6376

Therapist

Intake assessment using Dept of Mental Health GAIN assessment tool.
Individual and Family therapy sessions with residential clients.
Coordination of case management information for insurance coverage.

Aug. 2001-2010

Homemaker

Managing household finances.
Infant and Childcare
Managing household daily operations
Volunteering with children's ministries and other ministries at Calvary Church
Treasurer of a local non profit organization

Aug. 2000-Aug. 2001 Magellan Health Services 14100 Magellan Plz.
Maryland Heights, Mo 63043 phone (314)387-4000

Care Manager II –EAP:

Gather patient data, complete risk assessment, evaluate clinical status, identify treatment needs and services, staff appropriate cases.
Provide crisis intervention, telephonic consultation, telephonic counseling.
Call response within expected time frames and meet account performance expectations. Participate in professional development and clinical training.

June 1999–Aug 2000 Magellan Health Services

Intake Care Manager

Provide case management services for employees and dependents on a major corporate account team which included benefits administration and referral services to appropriate levels of care in a call center environment.
Assess suicide risk, risk of violence, substance abuse, and any safety issues. Develop and implement a safety plan and contract for safety when needed.
Obtain/document clinical information for appropriate referral and/or requested level of care.
Conduct clinical staffing with clinical supervisor and medical director.
Confer with therapists, psychiatrists, EAP's, facility/program staff to facilitate treatment as needed.
Responsible for various lead duties as assigned, such as point person while supervisor was on vacation, preceptor for new employees, and modifying/generating new policies/procedures.

1995–1999 Magellan Health Services

Care Coordinator

Provided Outpatient care coordination through review of treatment plans for continued care.
Reviewed clinical information for risk issues such as suicide, homicide, and domestic violence and staffing case for further clinical review with a care manger.
Worked with outpatient therapists and psychiatrists to promote better treatment planning and treatment coordination with other agencies.

Responsible for training new care coordinators and assisting other areas of the team when staffing was low.
Conducted patient follow up to the outpatient level of care after a hospital stay.

1992–1995 Magellan Health Services
Customer Service Representative
Coordinated referrals for employees and their dependents to Employee Assistance/Managed Care providers in their area.
Trained new employees and part of sales demonstration for new business
Provided mental health and chemical dependency benefits information.

1994–1995 Comtrea Community Mental Health
Supervised Therapist
Practicum (internship) Outpatient individual, couples and family counseling. Supervised weekly by a licensed social worker.
Developed assessment skills and individual treatment plans using a variety of techniques such as behavior modification, communication, and problem solving skills.
Group counseling for domestic violence offenders. Helped research and develop the layout of the group process and objectives.

1991–1992 Marian Hall Residential
Primary Child Care Worker
Observing and recording daily behavior of 8 adolescent girls.
Monitored the basic needs of 8 girls from 3-11pm 5days a week, including: dispensing medication, supervised dinner cleanup, homework, recreation, chores, field trips, and other evening activities.
Quarterly interdisciplinary meetings for ongoing treatment planning.

REFERENCES

MATT MILLER: Director of Children's Outreach Ministries at Calvary Church
Work # 636-939-4343 x1157

PEGGY BURGESS: Clinical Care Manager II at Magellan Health Services
Work # 314-387-4000 x

JENN CHRISTOFFERSON: Supervisor during my employment at Magellan Health Services
Home # 636-230-7664
STACY BEVAN: Friend for 7 years
Home # 636-240-6693
JAMI MURRAY: Friend for 7 years
Cell # 636-724-6694

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee for Social Workers

Clinical Social Worker (LCSW)

VALID THROUGH SEPTEMBER 30, 2014
ORIGINAL CERTIFICATE/LICENSE NO. 005691

SHEARL DOLEJSI

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Maureen A. Ellis

LICENSED CLINICAL SOCIAL WORKER

Summary of Experience

Extensive diagnostic, clinical assessment, counseling, program development, workshop presentation, group leadership and supervisory experience in the areas of crisis intervention, intake assessments, behavioral health, child welfare, gerontology and adoption. Psychotherapy treatment specializations: loss, grief, depression, anxiety, chemical depends, addictions, attachments, obsessive compulsive disorder, forgiveness, martial, incest, dual diagnoses, bi-polar disorder.

Professional Certifications

Licensed Clinical Social Worker (CCSW) – Current

Academy of Certified Social Workers (ACSW) – Current

American Associ of Marriage & Family Therapists (AAMFT) – 1984 - 2000

Education

Post graduate – Family Therapy Certification
The Family therapy Institute (AAMFT accredited)
Provident Counseling, St. Louis, MO

Graduate – Master of Social Work (clinical) with supplemental Applied Gerontology Certification (Mental Health & aging)
Saint Louis University St. Louis, MO

Undergraduate – Bachelor of Arts – Sociology
University of Missouri, Columbia, MO

Professional Experience

Preferred Family Healthcare, *St. Charles, MO*
Therapist – 11/09 - present

Facilitate group counseling, family conferences and individual sessions with clients with mental illness and/or substance abuse problems to improve their ability to perform tasks in their daily living environments. Conduct screenings and assessments, assist clients through the transition process and develop treatment plans. Position requires extensive knowledge of major depression, substance abuse, dual diagnosis, other mental illnesses and current treatment trends and strong assessment and evaluation skills.

Magellan Health Services, *St. Louis, MO*

Employee Assistance Program Consultant – 10/07 – 8/09
Provided direct support to organizations and their employees through assessment, crisis intervention, consultation and education. Consulted with employees and organizations on a variety of workplace issues. Provided clinical expertise in order to restore employees and their family members to healthy functioning.

St. Anthony's Medical Center, *St. Louis, MO*
Out Patient Clinical Therapist – 06/07 – 10/07
Conducted psychosocial assessments, initial treatment plans, integrated summaries, group therapy, referrals and discharge planning to chemical dependent outpatient adults and adolescents. Participated in multidisciplinary treatment plan reviews. Planned & conducted "Family Nights" for patients, providing group education & counseling as needed. Provided services to adult & adolescent inpatients when required.

Counseling Clinical Therapist 10/07 – 3/08
Provided psychotherapy to individuals, couples and families

Catholic Service for Children and Youth, *St Louis, MO*
Social Services Worker II/Adoption Specialist – 2000 – 2006
fulltime, 1997 – 2000 pastime
Developed international adoption partnerships for agency. Conducted home study assessments. Provided grief, loss, Attachment and developmental counseling.

Southwest Family & Children's Therapy, *O'Fallon, IL*
Therapist & Consultant – 1994 – 1997 – 20 hours/week
Conducted psychotherapy for clients in office of Philip Eckert, Ph.D.

Private Practice, St. Louis, MO
Therapist & Consultant
Conducted psychotherapy and groups for all ages. Prepared International adoption assessments. Trained psychotherapists. Performed utilization review/record audits.

St Vincent's Hospital DePaul Health Center, *Bridgeton, MO*
Case Manager – 1987 – 1989
Led therapy groups. Provided case management, info/referral Counseling, discharge planning & family liaison services.

Provident Counseling, *St Louis, MO*
Clinical Supervisor/Therapist IV – 1987 – 1989
Supervised clinical therapy & support staff. Conducted client Psychotherapy and groups, and presented clinical workshops. Recruited and facilitated board of professional advisors.

Clinical Therapist I-II-III – 1978- 1986
Managed agency's client intake process and performed initial client diagnosis and assignment to appropriate therapist. Conducted individual/marital/group/family therapy.

Missouri Division of Family Services, St. Louis, MO
Social Services Supervisor – 1975 – 1976

Directed, trained & evaluation child social services workers.

Social Service Worker – 1970 – 1975
Provided child protective services and case management for abuse and neglect cases.

Child Abuse/Neglect Investigator (on-call) – 1976 - 1978
Worked night shift during graduate school.

References Furnished Upon Request

NOV 0 8 2013

MEllis

From: JBulechek@pfh.org
Sent: Sunday, September 29, 2013 11:31 PM
To: MEllis
Subject: Mandatory Requirements

The mandatory requirements listed below are either past due or are coming due in the near future for:
Ellis, Maureen MEllis@pfh.org

BILLREV Billing Prac. Review due in 23 days Next Due:10/23/2013
***LICENSE LCSW #001878 due in 0 days Next Due:9/30/2013

If you have questions please contact your supervisor or Jennifer Bulechek.

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee for Social Workers

Clinical Social Worker (LCSW)

VALID THROUGH SEPTEMBER 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 001878

MAUREEN ELLIS
12054 DEPAUL HILLS DRIVE
ST. LOUIS MO 63044
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2016
ORIGINAL CERTIFICATE/LICENSE NO. 2006009171
MICHELLE L FILIPPI-ROBB

Sean Cameron Gibbs

Education Training

Lindenwood University School of Performing Arts — St. Charles, Missouri
Pursing Masters in Professional Counseling — *January 2014*

Lindenwood University School of Liberal Arts, Graduate — *St. Charles, Missouri*
Bachelor of Arts in Performing Arts — *May 2012*
Bachelor of Fine Arts in Acting — *May 2012*

Relevant Experience

Lindenwood University — **St. Charles, Missouri**
Graduate Assistant — *January 27, 2014 to present*

Provide students on academic probation with support, mentoring, and resources to achieve academic success.

Preferred Family Healthcare — **Wentzville, Missouri**
Community Support Specialist/Associate Counselor II — *April 2, 2013 to present*

Complete Community Support assessment/Initial Discharge Planning Session and identify issues associated with, but not limited to, employment, education, healthcare, social connectedness, and criminal justice.
Communicate with referral sources, guardians regarding progress, transition planning, and pertinent clinical issues.
Linking families with services in the community and advocating on families behalf.
Document all services provided in accordance with State Regulatory/ CARF Standards.

St. Charles School Districts — **St. Charles, Missouri**
Substitute Teacher — February 2013 to present

Execute class and lessons according to the absent teacher's written teaching plan.
Ensure that methods of instruction and classroom management are in adherence to the school's policies and goals.

Preferred Family Healthcare — **St. Charles, Missouri**
Rehabilitation Technician/ Associate Counselor I — *June 2011 to present*

Group development/client care/ safety/aid implementation individualized treatment plans
Supervise and administrate consumer's daily activities: therapy, hygiene, recreation, meals and medication
Complete appropriate paperwork: group logs, precaution sheets, incident report, day/night logs
Transport consumers to and from facility. Complete weekly and/or random drug testing UA's.

Boy & Girls Club — **St. Charles, Missouri**
Counselor/Tutor/ Customer Service — *August 2007 to May 2009*

Mentored and tutored local children with school homework and study skills
Constructed creative art projects for the kids to engage
Ensure facility is maintained and kept in a presentable/functional manner

St. Charles Parks & Recreation — **St. Charles, Missouri**
Swim Instructor — *4/2005 to 9/2008*

Trained and taught children ages (3-6) & (7-9)
Applied methods and techniques of strokes and floating, Develop lesson plans

Lifeguard — *4/2005 to 9/2008*

Provided others intervention including first aid while being prepared for predictable and unpredictable situations.
Acted quickly, calmly, and effectively to save endangered lives. Pool maintenance: Vacuumed, skimmed, disinfect surfaces.

Core Qualifications

Experience in mentoring and coaching
First Aid
Planning/coordinating
Microsoft office/computer proficient
Excellent research skills

Certifications & Awards

Recognized Associate Substance Abuse Counselor II
Recognized Associate Substance Abuse Counselor I
Missouri Recovery Support Specialist
Substitute Certificate of License to Teach
Qualifier Missouri Music Educators Association
Dean's List Lindenwood University (3 semesters)
Continued education in ethics trainings
"Youth of the Year" Boys and Girls Club

Volunteer & Community

Missouri Recovery Network Member
American Red Cross (Performer)
St Josephs Hospital (Performer)
St. Genevieve Church (Performer)
Women in Travel (Performer)
American Family Insurance (Performer)

No. 7762

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Sean C. Gibbs

has met all the standards and qualifications required of a recovery support specialist as determined by the Credentialing Board and is hereby conferred the title of

Missouri Recovery Support Specialist

Awarded on December 19, 2013

President

Secretary

Inc. Missouri Substance Abuse Professional Credentialing Board

NBACC

No. 7048

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Sean C. Gibbs

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor II

Awarded on August 26, 2013

President

Secretary

Kathy Gouwens

OBJECTIVE
Client-focused Counselor is seeking a full-time position to serve the needs of your clients.

EDUCATION
Master of Arts, Professional Mental Health Counseling, May 2011, Webster University, St. Louis, MO
Bachelor of Arts, Broadcasting, May 1991, Fontbonne University, St. Louis, MO

PROFESSIONAL EXPERIENCE
THERAPIST, March 2012-Present, Preferred Family Healthcare,
Saint Charles, MO

- Provide individual counseling for clients with mental illness and/or substance abuse problems.
- Conduct clinical assessments.
- Regular communication with referral sources/guardians regarding client care.
- Develop evidence-based treatment plans.
- Collaborate with an interdisciplinary team within an interdisciplinary setting for clinical case management.

PATIENT ADVOCATE, June 2010-March 2012, Sexual Assault Response Team at the Women's Center,
Saint Charles, MO

- Provided crisis intervention, emotional support, patient advocacy and referrals to sexual assault victims and their loved ones when s/he enters an area hospital emergency room for an exam.

COUNSELOR (INTERN), June 2010-March 2011, Bridgeway Behavioral Health
Saint Charles, MO

- Provided individual trauma counseling for survivors of sexual assault and domestic violence.
- Collaborated closely with interdisciplinary team members during clinical staffing on development of appropriate clinical case management with relapse prevention strategies.
- Facilitated counseling groups to help client's process issues of chemical dependency, mental illness, domestic violence and sexual assault.
- Instructed psycho-educational groups in health, life goals and relaxation techniques.
- Contributed curriculum for sexual assault survivor education and domestic violence groups.
- Completed 40 hours of extensive training for the Sexual Assault Response Team and from RAINN.
- Attended professional workshops on the topics of Ethics, Acceptance and Commitment Therapy and Post Traumatic Stress Disorder.

PERSONAL CARE ASSISTANT, May 2008-May 2010, Self-Employed,
Saint Louis, MO

- Assisted clients with personal care and medication compliance.
- Provided errand/transportation service, light housekeeping, laundry, meal preparation, and pet care.

TRAVEL COUNSELOR, June 1998-May 2004, Majestic Travel,
Saint Peters, MO

- Counseled clients in vacation planning.
- Organized travel literature and designed appealing storefront displays.

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH APRIL 25, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013012551

KATHY L GOUWENS
DANIEL ROBB-2006012620
PREFERRED FAMILY HEALTHCARE
1176 CROSSWINDS DR
WENTZVILLE MO 63385
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

MAY 29 2013

MILLICENT N. HUSER, CRADC, CCDP, SQP, MARS

WORK HISTORY

Clinical Supervisor
Preferred Family Healthcare
Wentzville, MO
Aug 2008 to Present

During my work in this position resourcefully recruited and trained treatment and prevention staff. I improved the efficacy of communications and interactions with others. I effectively dealt with different career stages of employees. Much of my time with PFH was spent encouraging employees to improve abilities for greater responsibility. Ensured clinical quality of service provided to consumers and stakeholders.

- Participated in three year Washington University study to constantly develop techniques to generate new strategic alternatives.
- An active member of strategic planning team for Baseline Evaluation and Alumni.
- Lead team to increase insurance revenue by $40,000 per year.
- Received high marks for exceeding thresholds for National Outcome Measures.
- Successfully leading Lincoln County Drug and Alcohol Reduction to establish strategic plans for future success.
- Effectively motivate 18 subordinates to exert the effort necessary to attain organizational goals.
- Planned and completed training conference for prevention department.
- Guide employees to proper resources whenever help is needed.
- Proficient in expanding programming in new territories Warren, Lincoln, and Pike counties.
- Proficient at Evidence Based Practices to include Stages of Change, Motivational Interviewing, Twelve Step Facilitation, and Cognitive-Behavioral Coping Skills
- Managed in CARF programs for 3 years funded through Resource Board, Insurance, Private Pay and Medicaid

Counselor
Eastern Missouri Alternative Sentencing Services
St. Charles, MO
Mar 2008 to Aug 2008

Mental Health Technician
Centerpointe Hospital
Jul 2007 to Mar 2008

Counselor

Preferred Family Healthcare
St. Charles, MO
May 2004 to May 2007

EDUCATION

Maryville University
St. Louis, MO
Bachelor of Art Psychology and Sociology
Aug 2006 to Aug 2007

St. Charles Community College
Cottleville, MO
Associate Degree Psychology
Jan 2004 to Dec 2005

MEMBERSHIPS

Chairperson Lincoln County Drug and Alcohol Reduction Team
Treatment Chair International Young People's Recovery Conference
Previously on St Charles City Early Childhood Education Commission

CERTIFICATIONS:
Certified Co-Occurring Disorder Professional with MSAPCB #5270
Certified Reciprocal Alcohol Drug Counselor with MSAPCB #3102
Medications Assisted Recovery Specialist with MSAPCB #7293
SATOP Qualified Professional with MSAPCB #5365
Clinical Supervisor with MSAPCB #737

No. 5270

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Millicent N. Huser

has met all the standards and qualifications required of a co-occurring disorder professional as determined by the Credentialing Board and is hereby conferred the title of

Certified Co-Occurring Disorders Professional

Awarded on October 14, 2009

President

Alicia Ornberger MACSAPP

Secretary

No. 7293

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Millicent N. Huser

Continues to meet the standards and qualifications of a
Medication Assisted Recovery Specialist
as determined by the Board.

President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 3102

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Millicent N. Huser

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 5365

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Millicent N. Huser

Continues to meet the standards and qualifications of a
SATOP Qualified Professional
as determined by the Board.

President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Angela Moro

Education:

Lindenwood University: MA Professional Counseling- January 2013-current

Bachelors of Art in Psychology

Argosy University- Phoenix, AZ

CERTIFICATION

- **Recognized Substance Abuse Counselor II (RASAC II)**

PROFESSIONAL EXPERIENCE

9/2012-Current Preferred Family Healthcare St. Charles/Troy, MO

Community Support Specialist

- Provide case management and coordination of services
- Treatment planning/transition planning
- Facilitate educational and counseling groups
- Maintain contact with referral sources
- Utilize community resources in treatment

9/2011-9/2012 Preferred Family Healthcare St. Charles, MO

Rehabilitation Technician

- Maintain and supervise youth residents
- Assist clinical team in treatment procedures
- Facilitate group therapy sessions
- Dispense medications

1/2011-8/2011 Insphere Insurance Solutions Chesterfield, MO

Benefits Specialist

- Promote Life and Health insurance options
- Structure benefit packages for individuals
- Sales of Life and Health/Accident insurance

1/2010- 1/2011 Premier Impressions St. Charles, MO

Sales

- Business to business sales
- Advertising materials
- Outbound calling

6/2009- 12/2009 American Lending Group St. Peters, MO

Account Executive

- Structured, approved and processed loans for purchase and refinance
- Originated loans and provided loan options to homeowner
- Worked effectively through loan process for closing

9/2007- 1/2009 Safe Home Solutions, LLC. North Port, FL

Loss Mitigation Specialist/Team Supervisor

- Loss Mitigation Specialist: Managed files and negotiated with lenders.
- Worked with lenders on the behalf of homeowners to negotiate the terms of their loan to make it affordable for the homeowner.
- Short Sales: worked with Real Estate agents and lenders to adjust the listing price on a property to avoid foreclosure proceedings.
- Managed canvass team, and affiliate team

8/2005- 8/2009 Thomas Construction Earth City, MO

Administrative Assistant

- Assisted Confirmation/Dispatch
- Scheduling Director: maintained schedules and appointments for staff
- Confirmed, set, and rescheduled appointments
- Oversaw window and siding division

8/2002-8/2005 Waffle House St. Louis, MO

Server/Cook

- Took food orders
- Short order cook
- Cleaned
- Managed shift

ADDITIONAL CERTIFICATION

- **CPR Certification**
- **Completed Nonviolent Crisis Prevention Intervention training**

ADDITIONAL EDUCATION

2013-Current Lindenwood University St. Charles, MO

- MA Professional Counseling

2008–2012 Argosy University Phoenix, AZ

- Psychology
- Substance Abuse

2005-2006 St. Louis Community College St. Louis, MO

2000-2002 St. Charles Community College Cottleville, MO

• ANGELABMORO@HOTMAIL.COM
• SILEX, MO 63377 • 636-448-1900

No. 6872

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Angela B. Moro-Darden

has met the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date **10/31/2013**

Above is a 5x7 mini certificate is to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 6872

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Angela B. Moro-Darden
has met all the standards and qualifications
required of an alcohol drug counselor
as determined by the Credentialing Board and is
hereby conferred the title of
Recognized Associate Substance Abuse Counselor II
Awarded on 7/30/2012

Clif Johnson
President
Alicia Ozenberger
Secretary

Natalie Neporadny

OBJECTIVE

To use my education in daily task to help gain knowledge of the substance abuse field by providing adequate services for consumer's by completing their treatment plan and to provide education and coping skills to help them achieve successful recovery.

PROFESSIONAL EXPERIENCE

Preferred Family Healthcare

Community Support Specialist Wentzville, MO

December 2012-present

- Coordination of accessing treatment needs
- Scheduling Treatment
- Transitional planning
- Utilizing community resources
- Discharge planning
- Facilitating educational groups
- Communication with referral sources/guardians.
- Knowledge of confidentiality and HIPPA rules and expectations.

Preferred Family Healthcare

Adolescent Outpatient Substance Abuse- Rehabilitation Technician Wentzville, MO

February 2012-Decemeber 2012

- Assist the clinical team in assigned program tasks and providing feedback, preparing the treatment area, cleaning areas, providing ongoing monitoring and supervision of consumer population and providing orientation to clients served.
- Responsible for client transportation and time management to get them to treatment in time.
- Provided efficient drug screenings.
- Facilitate group education.
- Provide client documentation following activities to help convey client progress.
- Ensure program expectations and rules are followed and make sure problems are followed up with supervisor.
- Knowledge of confidentiality laws and expectations for substance abuse programs.

EDUCATION

Maryville University St. Louis, MO

Bachelors in Rehabilitation Services August 2010- December 2013

No. 7792

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Natalie Louton

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor II

Awarded on January 27, 2014

President

Alicia Oxenberger MACSAPP

Secretary

Patrick Reidy

"Patrick has high expectations of his class and truly understands the diversity and needs of the students"
Casey Zuniga, Physical Education/Health Teacher, Saeger Middle School

Education

Bachelor of Science in Education, University of Missouri Saint Louis
(Graduated in May 2010)
Major: Physical Education and Health(K-12)

- Dean's List
- Magna Cum Laude Honors
- 3.5 GPA

Associate Of Arts, Saint Charles Community College
(Graduated in May 2008)

- 12 credit hours earned in the field of Education
- 3.2 GPA

Certifications

- Missouri Substance Abuse Professional Credentialing Board Certified Alcohol Drug Counselor 9/28/2013
- State of Missouri Department of Elementary and Secondary Education Teacher's Certificate in Physical Education (5/15/2010 - 5/15/2014)
- Certified Wellness Coach (July 2013)

Work Experience

Community Support Specialist Supervisor (January 2013-Present)

Preferred Family Healthcare (2 Westbury St. Charles, MO 63301)

Responsible for the supervision of a team of employees providing access to community resources for individuals with substance use disorders. Ensured that community support staff are representing the agency in a professional manner and maintaining the appropriate contact with client/family member/referral source/outside entities. Coordinated services and collaborated with outside agencies to provide comprehensive services to the client and client's family when needed. Established effective working relationships with other agencies in the communities served.

Community Support Specialist (April 2011-January 2013)

Preferred Family Healthcare (1776 Crosswinds Dr. Wentzville, Mo 63385)

Provided case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning. Other responsibilities include facilitating educational groups and regularly communicating with referral sources/guardians regarding consumer care.

Grocery Clerk (March 2005 – January 2012)

Schnucks Marketplace (6083 Mid Rivers Mall Dr. Saint Charles, MO 63304)

Responsible for providing friendly, courteous customer service, stocking, straightening and rotating product on the shelves. Other duties include managing product inventory, ordering, building displays and training new associates.

- Associate of the Month, June 2006
- Star of the Quarter Honorable Mention, October 2010-December 2010

Volunteer Work

Tutor (September 2008-December 2008)

Saeger Middle School (5201 Hwy. N Saint Charles, MO 63304)

Assist students in improving academic achievement by meeting with them weekly to clarify learning problems and work on study skills. Other assistance might include: reviewing class material, discussing the text, predicting test questions, formulating ideas for papers, or working on solutions to problems.

Junior Achievement Instructor (September 2007-December 2007)

Fairmount Elementary School (1725 Thoele Road, St. Peters, MO, 63376)

Five thirty minute sessions instructing second grade students. Lessons included exploring the interdependent roles of workers in a community, their responsibilities, and how communities work.

No. 7682

NOV 06 2013

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

PATRICK J. REIDY

has met all the standards and qualifications required of an alcohol drug counselor as determined by the Credentialing Board and is hereby conferred the title of

CERTIFIED ALCOHOL DRUG COUNSELOR

Awarded on SEPTEMBER 28, 2013

Missouri Substance Abuse Counselors' Certification Board, Inc.
MSACCB
Inc. June 1977

President

Alicia Ozenberger MACSAPP
Secretary

Daniel A Robb

Experience

May 2012-Present
Preferred Family Healthcare- 2 Westbury Dr.-St. Charles, MO 63301-(636)946-6376
Therapist

- Complete intake/screening/assessment process within appropriate time frames as designated by state regulatory/CARF/agency standards.
- Develop treatment plans for clients in accordance with state regulatory /CARF guidelines that demonstrate individualization and evolution based on information gathered from assessment.
- Complete all correspondence in a timely fashion.
- Participate in clinical staffing/treatment meetings providing feedback on all pertinent cases.
- Adhere to weekly direct service model.
- Work closely with insurance department to ensure authorized services are approved and adequate information is provided within specified time frames.
- Document all services provided in accordance with DMH/CARF/agency standards.
    - Ensure that services are entered within appropriate time frame, DAP format, notes refer to treatment plans, etc.
- Correct any file/charting deficiencies within appropriate time frame.
- Assist consumers through transition process and complete final correspondence such as transition summary, plan, letter, etc.
- Complete all mandatory trainings meeting state regulatory /CARF Standards, obtaining 36 hours of training every 2 years with focus on EBP and improved clinical skill sets (MO) and 40 hours of training every 2 years with 3 hours being Ethics (KS)..
- Represent the agency within the community in a professional manner.
- Maintain positive, professional relationships with referral sources, clients, and coworkers, adhering to Code of Ethics and agency policies.
- Handle crisis situations as they arise.
- Assist in Professional Supervision once all professional requirements have been met.
- Facilitate group counseling, group education, family conferences, and individual sessions.

August 2003 – March 30, 2012
Crider Health Center - 1032 Crosswinds Ct - Wentzville, MO 63385 - (636) 332-8000
Community Support Specialist, Drug Court Team Leader, Drug Court Manager, Outreach Manager

October 2002 - August 2003
MOHELA - 633 Spirit Dr - Chesterfield, MO 63005 - (636) 532-0600

2000 - 2002
Microtek - 2292 Weldon Pkwy - St Louis, MO 63146 - (314) 872-3322

1994 - 2000
Interlock Pharmacy Systems (OMNICARE) - 345 Dunn Rd - Florissant, MO 63031 - (314) 921-4242

1990 - 1994
St Luke's Hospital West - 232 S Woodsmill Rd - Chesterfield, MO 63017 - (314) 434-1500

1987 - 1990
Sears, Roebuck and Company - 100 Jamestown Mall - Florissant, MO 63034 - (314) 344-5600

Education

Lindenwood University
MA, Professional Counseling 2005

University of Missouri - St Louis
BA, Psychology 2003

Licenses and Certifications

LPC (2008-present)
CPI Certified instructor - Non Violent Physical Crisis Intervention
CPR Certified until 2013
Chauffer's License
CCDP-D & Clinical Supervisor Certification (MSAPCB) – I have allowed these to lapse, but can reinstate if needed/desired

References provided on request

JUN 27 2013

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2006012620

DANIEL A ROBB

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

PHILLIP B. RUSSO

Objective

My declared Major is Music Instrumental Performance and Composition – Guitar, with a future interest in Music Therapy and Counseling. My interest in continuing my career with Preferred Family Healthcare is to gain more experience in the counseling of adolescents throughout their substance abuse treatment, and to grow professionally.

Experience

Preferred Family Healthcare, Associate Counselor — **Jan 2014 – present**

- My duties entail developing treatment plans, process clients' treatment goals & obstacles, assist clients in progressing through the stages of change in order to become successful in recovery and in their lives.

Preferred Family Healthcare, Lead Behavioral Health Technician — **Dec 2011 - present**

- My duties entail eyes-on supervision with consumers, passing medications, enforcing rules of the program per the Behavior Infraction System, leading recovery related group education and group counseling sessions.
- My supervisor duties entail overseeing the work of other RT's, managing the kitchen, standing supervisor in the absence of the RC, routinely checking upkeep of company vehicles and covering open shifts.

Music & Arts (previously Scales Music), Guitar Instructor — **2011 – 2012**

- Private guitar instruction to students ages 8 – 40+. I established my own curriculum and lesson plans.

Performing Arts Centre, Inc., Instructor — **2006 - 2009**

- Tap Instructor to students ages 8 - 18
- Guest Faculty in St. Louis, MO, Belleville, IL, New York, NY.

Education

Lindenwood University, Senior — **2009 – present**

- Dean's List Fall 2011, Fall 2012, Spring 2013, Fall 2013
- Conover Award for Most Promising Male Music Student — **2013**

St. Charles High School, Graduate — **2005 – 2009**

Certification

- Recognized Associates for Substance Abuse Counseling RASAC 1 — **January 2013**

Extra-Curricular Activities

Phi Mu Alpha Sinfonia Fraternity

- Warden, Secretary, Vice President Chairman and volunteered throughout the community.

Delta Tao Delta, Fraternity

- Founding Father, Administration Committee, Brotherhood Chairman

Psychology Interest Club

- Member

Beth Sailors

Education

1992-1997 Truman State University Kirksville, MO

Bachelor of Science Biology

Caertifications

Certified Substance Abuse Counselor I (CSAC I)

Certificate #5713

Professional experience

February 2011-Present Preferred Family Healthcare Inc.

Program Director

- Responsible to provide oversight to a team and/or teams of employees providing therapy related functions. Duties include administering policies, procedures, and practices, and planning, organizing, developing, implementing, coordinating program activities.

November 2005-February 2011 Preferred Family Healthcare Inc.

Clinical Supervisor

- Management of outpatient substance abuse clinic funded by the St. Charles County Tax Initiative
- Supervision of all clinic staff
- Development of collaborative relationships with a variety of community organizations
- Development and implementation of marketing strategies
- Assisting with appropriate budgeting for revenue and expenses
- Maintenance of all data and records necessary for grant reports
- Provision of individual counseling and family counseling services
- Monitoring and development of quality improvement indicators and work plans
- Facilitation of court ordered drug education classes for the St. Charles County Family Court
- Assisted in campaign activities for the Lincoln County Putting Kids First Campaign

August 2001-November 2005 Preferred Family Healthcare Inc. St. Charles, MO

Community Support Specialist Supervisor

- Supervision of 3 to 4 Community Support workers
- Assisting with appropriate budgeting for revenue and expenses
- Assisting with school success groups at high school in the community(2003 and 2004 school years)
- Completion of curriculum for RAP groups for Troy high school and Lincoln county wellness center(2003 and 2004)
- All in addition to duties completed as Lead Community Support Worker (see below)

March 2000-August 2001 Preferred Family Healthcare Inc. St. Charles, MO

Lead Community Support Worker

- Supervision of 4 Community Support Worker's and an Academic Educator
- Development of CSW training plans

- Scheduling of on call personnel, group educations, and life skill groups
- Development of life skills and group education curriculum
- Facilitate group educations and life skill groups
- Supervision of client caseload consisting of 10 to 15 individuals
- Completion of letters to referral sources, parents, and all necessary paper work involved in the intake and discharge process
- Evaluation of medical situations/ On call for emergency medical situations
- Maintain weekly contact with referral sources and parents.
- Development of treatment plans for clients
- Participation in weekly staffing
- Assisted in the development of programming in satellite offices
- Assist in the intake process by completing financial information and releases with the clients' guardian.
- Assist in developing effective education plans for clients to gain credit through their home schools.
- Compiling data for presentation in regards to the effectiveness of the Community Support Workers
- Assisting in the implementation of an effective transportation schedule

May 1999-March 2000 Preferred Family Healthcare Inc. Kirksville, MO

Lead Community Support Specialist

- Supervision of 4 Community Support Worker's
- Assisted in the development of programming in satellite offices
- Same duties as listed above

October 1997-May 1999 Preferred Family Healthcare Inc. Kirksville, MO

Community Support Specialist

- Facilitation of life skills group
- Supervision of client caseload consisting of 15 to 20 individuals
- Completion of letters to referral sources, parents, and all necessary paper work involved in the intake and discharge process
- On call for emergency medical situations
- Maintain weekly contact with referral sources and parents.
- Development of treatment plans for clients
- Participation in weekly staffing

May 1996-October 1997 Preferred Family Healthcare Kirksville, MO

Rehabilitation Technician

- Supervision of 8 to 10 clients
- Facilitation of educational groups regarding substance abuse issues
- Communication with core staff related to clients behaviors
- Enforcing rules and guidelines related to a structured environment

Additional professional activities

- Certified CPR instructor
- Collaboration with community schools and organizations to facilitate community wide, family centered activities (Wentzvile Family Fun

Verify

63 47.50
64 11.40
83 66.50
105 38.00
104 11.40
84 15.20
190

10-31-2013

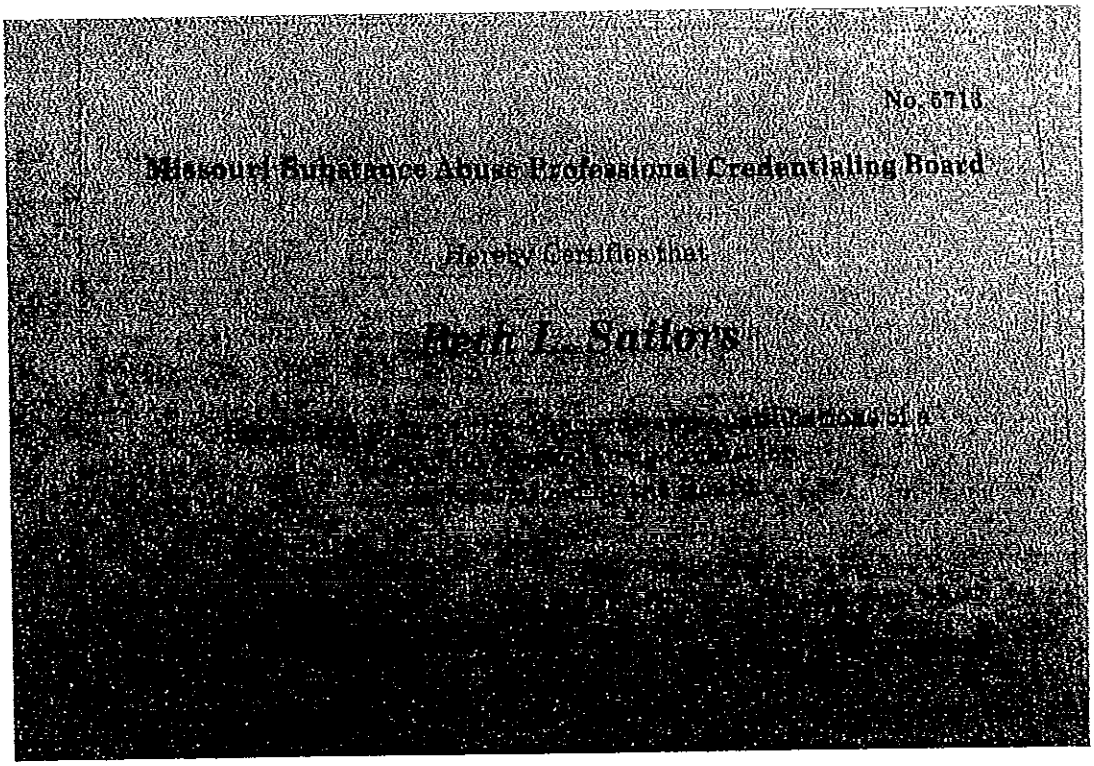
CADC

- Welcome BETH L SAILORS

ACCOUNTS

Citi ThankYou® Preferred Card-

11-12-2013 MO SUBSTANCE ABUSE COUNSEJEFFERSON CY MO $ 190.00


No. 5713

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Beth L. Sailors

Mark D. Shields, CRADC

Objective

To continue contributing in a strong organizational leadership role in a team-oriented environment and in the community.

To gain experience and to further my career through maintaining educational pursuits. As a coach to hundreds of successful clients, supervisors and teams, I plan to help many more people live healthy, drug-free lives.

Others consider me to be a focused effective leader, communicator and team player. My work ethic can be matched by none. Strengths include organizational development, leading individuals and teams to positive outcomes, developing clear goals and maintain excellence in staying within stated guidelines.

Summary of Qualifications

- Over 6 years' experience in serving diverse substance abuse populations, including adolescents and adults.
- Monitor billing and complete audits.
- Maintain contractual and accreditation standards.
- Supervise the day-to-day operations of a 16-bed residential care facility.
- Lead over 20 rehabilitation staff to work in a team environment.
- Supervision of counselors and group scheduling
- Manage a case load of high-risk clientele.
- Interview, hire and train new employees. Lead others to exceed expectations of the current organizational goals.
- Manage case files to ensure that clients successfully complete programs.
- Maintain close contact with each individual as he or she explores higher levels of cognitive thinking.
- Lead teams on processes, programs and encourages ownership and participation.
- Coach others on family relationships, life skills and maintaining productive citizenship.
- Able to lead others to move toward and achieve stated objectives.
- Remain calm even in the most stressful situations. Able to diffuse escalated events.
- Excellent communicator that can get goals met willingly through others.
- Proficient on most computer and communication systems.
- Successfully manage budgets and schedules.
- Coordinate recreational activities, including community-based outings.

Employment

***Clinical Supervisor*, Preferred Family Healthcare** *2013- Present*

- Complete monthly file review for the program, ensuring that standards are being maintained as well as monitoring compliance with program and agency Quality Improvement Indicators. Follow up with any deficiencies during weekly staffing meetings and assist staff with correction of deficiencies.
- Facilitate weekly clinical staffing, team and diagnostic disposition meetings. Act upon reports and recommendations from program/agency committees, program staff and client suggestions to ensure that provision of services is appropriate, adequate and of high quality. Inform Program Director of all relevant client issues.
- Complete and review written reports to referral sources as needed in a timely manner. Promote integration of clinical and community support services and works as a team leader.
- Complete employee evaluations in a timely manner to assess staff competencies.
- Ensure that all policies and procedures are being implemented to guide and support the provision of services provided.

- ***Residential Coordinator*, Preferred Family Healthcare**
  2010- *2013*
- ***Case Supervisor*, Narconon Arrowhead**
  - **Canadian, Oklahoma** **2007- 2010**

Education/Training

- Bachelor' Degree in Psychology, planning to pursue Master's in Professional Counseling
- CRADC (Certified Reciprocal Alcohol and Drug Counselor)
- Certified Chemical Dependency Counselor, Canadian, Oklahoma
- Saddleback Community College, Mission Viejo, California

No. 5804

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Mark D. Shields

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: 10/31/2015

Alyssa Showers

Summary

Proactive, high energy individual with a proven ability to build trust and develop effective relationships. Proven track record in learning and development. Effectively performs at the highest level in difficult and challenging environments. Excellent organizational skills, combined with the ability to adapt to new challenges. Expertise in handling and resolution of a wide range of management issues. Outstanding interpersonal and communication skills, with expertise in dealing with people from diverse backgrounds and cultures.

Education

May 2014 — Lindenwood University, St Charles, MO
M.A., Professional Counseling
GPA: 3.85

December 2011 — Lindenwood University, St Charles, MO
B.S., Exercise Science , Minor: Strength and Conditioning and Coaching
GPA: 3.5

Experience

December 2013 to Present
Associate Counselor — Preferred Family Healthcare, St Charles, MO
Provides screening and assessment, treatment planning, and transitional processes with individuals with mental illness and/or substance abuse problems to improve their ability to perform tasks in their daily living and working environments. Other responsibilities include developing treatment plans and conducting individual and group therapy.

August 2013 to December 2013
Community Support Specialist — Preferred Family Healthcare, St Charles, MO
Provided case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning. Facilitated educational groups and regularly communicating with referral sources/guardians regarding consumer care. Counseled youth faced with stress, alcohol, drugs, and sexual health issues.

May 2013 to August 2013
Children's Program Assistant — St. Louis Crisis Nursery, Wentzville, MO
Provided primary care for the physical needs of the children: feeding, toileting, dressing and washing. Provided for the emotional and social needs of the children. Developed and lead children's play group activities; keeping the children positively engaged in developmentally appropriate activities. Wrote descriptive and comprehensive progress notes, phone call logs, and activities. Passed medication administration course, and pass medications accurately. Assisted with developmental/ therapeutic assessments. Assisted with intakes and discharges, and communicate effectively with coworkers, children and families.

April 2013 to August 2013
Rehabilitation Technician — Preferred Family Healthcare, St Charles, MO
Easily established rapport with people of all ages, cultures, and beliefs. Prepared meals, performed housekeeping chores, such as, laundry and cleaning, supervised field trips, helped residents with personal problems. Collaborated as a member of the staff team in enforcing all regulations and procedures within the guidelines of the overall resident treatment plan. Counseled youth faced with stress, alcohol, drugs, and sexual health issues. Ensured quality service by frequently monitoring volunteer performance and identifying improvements.

December 2011 to August 2013 Lindenwood University, St Charles, MO

Graduate Assistant- First Year Programs

Applied classroom management skills and curriculum knowledge. Actively instructed and independently designed lesson plans; assumed full charge of classes, set standards of conduct and accomplished goals; built positive class rapport. Provided individual counseling to children and adolescents with varied issues. Planed and coordinated various activities and special events for mentors and students.

December 2012 to April 2013 Parkway Lighting Volleyball Club, Maryland Heights, MO

Head Coach

Directed, coordinated, designed, interpreted, and delivered all team practices. Designed activities and modeled behaviors to demonstrate supportive teamwork. Developed instructional presentations to teach technique as well as sportsmanship. Scheduled team matches and tournaments. Mediated, negotiated, counseled, advised and communicated with athletes and parents.

August 2009 to December 2011 Lindenwood University, St Charles, MO

Resident Director of Women's Housing

Directed the Residential Assistants and other students in Women's housing. Managed the women's housing area by enforcing University rules and regulations. Provided University information to residents and kept a safe environment by monitoring the area daily.

Workshops and Seminars

Community Services Summit, Community Council of St Charles, St Charles, MO. Successfully completed 4.75 professional development contact hours. Attended a seminar on Anxiety in Children and Health Resources in St Charles County.

MADD Toolbox, Mothers Against Drunk Driving, St Charles, MO. Attended a two day seminar to gain knowledge and tools to help adolescences with underage drinking. Attended Phil Chambers' seminar on youths and homicide.

Campus Involvement

Member, Lindenwood University Lambda Chi Chapter of Chi Sigma Iota, May 2013.

Member, Lindenwood University BSU, St Charles, MO, October 2012.

Athlete, Lindenwood University Women's Varsity Volleyball, St Charles, MO, August 2007 to August 2011. A four year starter as the libero for the women's volleyball team. Assisted Lindenwood in going to Nationals 3 of the 4 years. Assisted Lindenwood in winning Conference all 4 years. Received all- conference awards every year and MVP in multiple tournaments. Received player of the week for the conference multiple times. Holds the recorded for most digs by any player at Lindenwood.

Projects and Activities

S.T.E.P Classes

Actively instructs and independently designs lesson plans for Drug Education classes at the St Charles Juvenile Justice Center. Assumes full charge of classes, set standards of conduct and accomplished goals; builds positive class rapport.

LU for Life Food Drive

Organized, managed, and supervised the Lindenwood class of 2016 Food Drive for O.A.S.I.S food pantry. Successfully collected over 700 items, delivered and stocked the items.

Kilometers for Kris 5k Walk/Run

Organized, developed, marketed and successfully ran a 5k walk/run for an injured Lindenwood Alumni. Successfully rose over $2,000 for Kris's medical expenses.

St Louis Crisis Nursery
Completed observational and volunteer hours at the St Charles location. Catered and entertained to the children at the center. Learned the mission and values of the center and the positive change the center makes to the community.

No. 7793

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Alyssa D. Showers

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor I

January 27, 2014- January 27, 2015

President

Secretary

MICHELLE STILLMAN

OBJECTIVE

To assist/educate children and their families in order to enable them to work together as a functioning family unit.

EDUCATION

Master of Arts in Counseling, Missouri Baptist University
Anticipated graduation 04/2015, 4.0 GPA

Bachelor in Behavioral Science, Missouri Baptist University
Graduated 04/2011, Magna Cum Laude

COUNSELING-RELATED EXPERIENCE

12/2013-Present, Community Support Specialist
Preferred Family Healthcare
Provide case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning. Facilitate educational groups and regularly communicate with referral sources/guardians regarding consumer care.

05/2012-12/2013, Behavioral Health Technician
Preferred Family Healthcare
Provided supervision and monitoring of consumers during inpatient residential treatment, aided in facilitation of educational groups, provided support for the consumers during person to person talks

01/2011-04/2011, Intern
Saint Louis Crisis Nursery
Provided care and therapeutic interventions to the clients, designed a child's therapy book about recognizing emotions in others, assisted with developmental assessment tests, provided support during intake/discharge of clients

04/2010-08/2010, Respite Provider
Assisted Health Services
Provided care to a small caseload of physically and mentally disabled clients

OTHER EXPERIENCE

02/2007-05/2012, Administrative Assistant
Skywalker Communications

06/2006-05/2007, Bartender/Server
Chihuahua's Mexican Restaurant

02/2004-05/2006, Manager
Quizno's

WORKSHOPS ATTENDED

Art Therapy January 2011, Saint Louis Crisis Nursery

Therapeutic Interventions for Children March 2011, Saint Louis Crisis Nursery

COMPUTER SKILLS

Jada Thompson

Summary of Qualifications

A healthcare professional with over 10 years of experience in the industry. Areas of concentration include operations management, eating disorders and co-occurring disorders, employee management and training, healthcare marketing, and public speaking.

Education

Master of Science — **Lindenwood University Dec.2009**
Healthcare Management
Elective courses in epidemiology and public health
Research on eating disorders and obesity, in minority populations

Bachelor of Art in Psychology — **University of MO-St. Louis May 2007**
Dean's List

Licensures & Certifications

Internal Family Systems Level 1 Counseling Certification	December 2009
CPR & AED Certification	June 2012
Medication Aide 1 Certification	September 2007
Certified Nurse's Assistant Licensure	May 2001

Professional Experience

Program Director — **October 2013-- Present**
Preferred Family Healthcare — St. Charles, MO

- Supervise the daily milieu of the clients in the program
- Facilitate weekly meetings with adjunctive clients
- Initiate and facilitate weekly and monthly meetings with staff from all departments
- Facilitate weekly supervision of direct reports
- Create monthly schedules for Direct Care staff members
- Provide monthly performance management of direct reports
- Partake in annual progress and review of direct reports
- Assist HR director in recruiting, interviewing, hiring of prospective employees
- Set up trainings to ensure that direct reports receive and maintain proper licensure and credentialing
- Initiate and write policies and procedures for the program
- Assist compliance coordinator with preparation for CARF
- Write and edit manuals for individual departments
- Complete clerical tasks as needed, such as answering phones, faxing, photo copying, etc.
- Facilitate therapy groups regarding life skills and conflict resolution
- Facilitate therapy groups regarding eating disorders and relapse prevention
- Attend daily clinical meetings to assist in the treatment plan process
- Manage housing of Partial Hospitalization clients
- Assist in the financial planning and budgeting process for program
- Ensure that client bed logs are accurate for billing process
- Model healthy eating for clients during meals and lead post meal discussion

- Attend conferences to build clientele and display marketing techniques

Step Down Program Director **August 2010- August 2011**
Castlewood Treatment Center St Louis, MO

- Supervise the daily milieu of the clients in the program
- Initiate policies and procedures for the program
- Meet with clients for weekly individual counseling sessions
- Facilitate therapy groups regarding life skills and conflict resolution
- Facilitate therapy groups regarding eating disorders and relapse prevention
- Attend clinical meetings to assist in the treatment plan process
- Manage the step down house and apartments
- Assist in the financial planning and budgeting process for program
- Ensure that client bed logs are accurate for billing process
- Assist clients in managing medications
- Model healthy eating for clients during meals and lead post meal discussion
- Attend conferences to build clientele and display marketing techniques
- Assist admissions department with the intake process of new clients

Direct Care Supervisor/Counselor **July 2007-August 2010**
Castlewood Treatment Center St. Louis, MO

- Supervise daily functions of direct care staff
- Train new direct care staff on job responsibilities
- Meet with new staff weekly to provide individual growth and support
- Interview prospective staff members using job specific interview questions
- Demonstrate knowledge of and comply with CARF, OSHA, and HIPPA regulations
- Implement policies regarding medication administration
- Lead and implement direct care staff meeting for quality improvement
- Serve as a liaison between director, psychiatrists, nurses, therapists, and counselors
- Work with multidisciplinary team to determine treatment plan for clients
- Ensure safety of clients
- Work with clients to develop plans for healing and trauma resolution
- Lead therapy groups on healthy boundaries
- Assist and support clients with life skills
- Assist administrative staff with implementation of electronic health record system
- Train staff on proper use of electronic health records
- Serve as support system for clients during meals
- Serve as intermittent intake coordinator
- Call on insurance companies to secure insurance benefits of prospect clients
- Assist in the negotiation of single case agreements for clients
- Contact wait list clients weekly to alert her/him of admission status
- Complete clinical intake assessments with prospect clients
- Secure the interest of callers via exceptional customer service skills
- Assist nursing staff with medication management of clients via implementing policies
- Attend conferences and present stakeholders with information about programs
- Attend high schools and give lectures to students on eating disorders and trauma

Emergency Care Associate **August 2001-April 2011**
Christian Hospital BJC St. Louis, MO

- Display exceptional customer service skills to all patients
- Assist physicians via calling on specialty physicians and for consults
- Assist physicians, nurses, and NP's with procedures
- Provide comfort measures to patients
- Serve liaison among physicians and hospital representatives
- Perform Electrocardiograms
- Medical Terminology
- Document care in patient charts
- Assist nurse's with phlebotomy procedures

Skills

Excel, Microsoft Word, Effective Written and Oral Communication Skills, Java, Sigmund, Echo Communications, High Level of Cultural Competency, Star Navigator, SPSS, Healthmatics

Languages

Spanish Speaking , Reading, and Writing Proficiency

References

Furnished upon request

CERTIFIED NURSE AIDE

Jada Thompson

The person pictured hereon is the holder of Cert. #2001229, SSN 491-98-5932 recorded and issued on 05/18/01 by the *Missouri Association of Homes for the Aging* for Completion of the State Approved Nurse Aide/Nursing Assistant Training Program Attested by:

Michael R. Durham

Chairman of the Board

Stephanie E. Tran

Summary:

- Strong attention to detail and able to multitask.
- Well-organized, efficient, and eager to learn new skills.
- Ability to quickly build strong rapport.
- Comfortable working in fast-paced environments.

Experience:

Preferred Family Healthcare — St. Charles, MO
Counselor — October 2012 - Present

- Facilitate group and individual counseling sessions in the adolescent residential and outpatient programs.
- Keep accurate and timely records of counseling notes.
- Maintain rapport with a caseload of 15 individuals among three different programs.
- Keep up to date on evidence-based counseling practices to utilize in session.

Commerce Bank — Wentzville, MO
Teller — June 2008-October 2012

- Received checks and cash for deposits.
- Received and distributed money; kept records of cash and negotiable instruments involved in financial transactions.
- Balanced currency, coin, and checks in cash drawer at end if shift.
- Trained new hires in customer service and banking.

Bridgeway Behavioral Health — St. Charles, Missouri
Intern — January 2011-August 2011

- Met with clients on an individual basis in the women's residential program.
- Facilitated therapy sessions for anger management, self-esteem, and grief and loss groups.
- Completed prognosis notes for client files.

Education:

Maryville University — St. Louis, Missouri
Master of Arts in Rehabilitation Counseling — May 2012

University of Missouri – St. Louis
Bachelor of Arts in Psychology (3.69 GPA) — December 2008

Awards:

Barbara Parker Award for Counseling Excellence
Award selected by Maryville University faculty and presented to one student per year for exemplifying rehabilitation counseling excellence.

Certification: Certified Alcohol and Drug Counselor (CADC)

Aaron Wallis

Experience

Prefferred Family Healthcare
Community Support Specialist
St. Charles, Missouri
September 2013-Present

- Managing the needs of juveniles with substance abuse diagnosis in an outpatient environment
- Facilitating educational and recreational groups for outpatient clients
- Providing ongoing monitoring and supervision of juvenile outpatient client population

Narconon Arrowhead Treatment Center
Behavioral Health Case Manager
Canadian, Oklahoma
January 2011-May-2013

- Performed initial assessments to determine the needs and requirements of the clients
- Coordinated with various service providers to ensure the fulfillment of the client needs
- Managed multiple aspects of care to ensure the client progressed

Madison County Public Defender
Attorney
Edwardsville, IL
October 2009-November 2010

- Represented indigent persons charged with crimes in the County
- Met with clients when arrested and obtained their history to make arguments to the court
- Acted as negotiator between the defendant and the State's Attorney's Office to secure acquittals or reach agreements concerning sentence time which would be the most beneficial.

Education

University of Tulsa
Juris Doctorate
2009

University of Missouri
Ba, History/Psychology
2005

Elizabeth S. Winters M.Ed., PLPC

Accomplished mental health and family counselor known to establish immediate rapport with hard-to-reach clients and families. Experience in assessment, diagnoses, and treatment of low-income and homeless clients with mental illness and / or co-occurring issues. Utilizes a multi-faceted approach to serve clients by collaborating with local agencies and providers to achieve positive results. Employs best practice and ensures clients and families have access to vital resources and essential services. Background distinguished by utilizing art in the therapeutic process with individuals, groups, and families. Experience also includes working with refugee and asylum-seeking survivors of torture, war and trauma.

Education / Licensure

PLPC: Currently Receiving Licensure Supervision from Daniel Robb, LPC

Master of Education in Community Counseling (2011). University of Missouri, St. Louis. GPA 3.77 □ o Chi Sigma Iota: Counselors Honors Society, University of Missouri, St. Louis Chapter. Spring 2010.

Bachelor of Fine Arts (2008). University of Missouri, Columbia. Study Abroad: Ireland (2007), Italy (2006). First Place Award, □ Undergraduate Juried Art Exhibition. Spring 2008. □ Clinical Skills & Knowledge

Career Highlights

- Expanded Family Therapy program at Preferred Family Healthcare. Fall 2013-Present.
- Selected to lead DM3700 Outreach "Engagement Team." Developed effective outreach methodologies for initial engagement and ongoing program participation, collaboration with community agencies for comprehensive client treatment. Crider Health Center 11/2012 – 8/2013. Featured in DMH *Success Stories* –"Mental Health Pilot Program" 2012
- Developed effective team building and therapeutic expressive arts programs with adolescent refugees from Africa and Asia. The Center for □ Survivors of Torture and War Trauma. 2011.
- Co-Designed and implemented the *Mural Arts Program* with young female refugees from Africa and Middle East. 2011. □ Credentials & Education
- Non-violent crisis intervention and outreach experience
- Complex comprehensive case management and therapeutic treatment. Mental Health assessment and diagnostic skills: in-home □ counseling.
- Knowledge of counseling theories and techniques for group, individuals and families; impacts of family and group dynamics.
- Awareness of signs, symptoms, and needs of abused / neglected individuals.
- Experience with suicidal and homicidal risk assessment, safety planning, relapse prevention, trigger identification and management.
- Use of creative interventions (visual and expressive arts) with adults and children; interventions sensitive to trauma.
- Familiar with Medicaid and DMH billing protocol and requirements. Oral and written communication and documentation skills. □ Software proficiency: Psych-Consult, Cyber Access, Case Net, Excel, Outlook, Word, etc.

Experience

Preferred Family Healthcare - 9/2013 - Present

Family Therapist– Notable successes engaging families in adolescent substance abuse / behavioral health outpatient treatment program. Knowledge of family systems and family dynamics. Skilled in family assessment and treatment planning. Provide trauma, co-occurring, and substance abuse counseling. Clinical case management and family systems counseling for adolescents and families. Utilize creative and non-traditional methods of therapy (visual and expressive arts) to promote client healing, recovery and treatment plan progress.

Achieving Recovery Through Creativity ("ART-C") Point Person – 11/2013- Present. Responsible for implementing ART-C activities with groups and individuals. Responsible for education on utilizing non-traditional / creative techniques in the therapeutic / recovery process. Management of art supplies at treatment site.

Crider Health Center – 11/2012 – 9/2013 □

Community Support Specialist – Qualified Mental Health Professional – Outreach Unit – Masters level professional. Responsibilities include engaging hard-to-reach, low-income clients with severe mental illness and chronic physical health issues. Rehab level of care with victims and perpetrators of sexual violence, substance abuse, trauma, and chronic homelessness. Assess, diagnose and treat consumers from the DM3700/Outreach Cohort. Provide crisis intervention counseling and safety planning. Experience

educating clients on parenting skills, disease management, improving daily living, and health / wellness goals. Connect clients to housing resources; assist consumers with finding and maintaining safe and stable housing. Help client apply for and keep benefits (i.e., Medicaid, Food Stamps, SSI/SSD). Educate clients about being active in recovery. Provide clients and families with skills for self-advocacy. Featured in -Missouri Department of Mental Health Website's "Success Stories." http://dmh.mo.gov/news/2012NewsReleasese.htm

Center for Survivors of Torture and War Trauma, St. Louis, MO – 1/2011-11/2011 Clinical and In-Home Art-Based Counselor: Contract and pro-bono. Met organizational protocols while conducting client intake services and comprehensive mental health assessments and treatment. Build rapport while delivering culturally responsive therapy to war and torture survivors. Designed art-based therapeutic programming for the agency. Facilitated group and individual counseling with youth and adult refugees.

Internship/Field work: 1/2011 to 2/2011 – Position required home visits, individual and group counseling, intake, assessment, case management and treatment planning.

Craft Alliance: Non-Profit Arts Center, St. Louis, MO – 9/2008-2011 Gallery Associate and Non-Profit Arts Advocate. Inspired and taught students and community members about contemporary craft and artistic techniques. Cultivated rapport through artist-client networking, marketing, web development, and customer service. Exhibited and sold work as a studio artist.

School and Family Counseling Center, St. Louis, MO – 1/2010- 5/2010 Graduate Practicum. Supervised clinical counseling and case management; engaged in integration of techniques, methodologies and theory into professional settings. Provided individual and family therapy and crisis intervention services related to self-mutilation, childhood sexual trauma, spousal abuse, stress management, and career transition.

Forest Park Crisis Nursery, St. Louis, MO – 2009 Crisis Nursery Volunteer

Progressive Youth Connection, Monroe Elementary School, St. Louis, MO – 2008-2009 After School Program Volunteer

Orr Street Studio, Columbia, MO – 2006-2008 Resident Studio Artist and Entrepreneur. Gained extensive experience in production, marketing and maintaining a sustainable business.

STAND: A Student Anti-Genocide Coalition, Columbia, MO – 2006-2008 Events Coordinator and Education Outreach Coordinator.

MUCK: University of Missouri-Columbia's Ceramic Arts Community, Columbia, MO – 2006-2008 President and Events Coordinator.

Institute of Applied Research, St. Louis, MO – 2002-2004 Research Assistant. Performed data entry, clerical activities, and gained social services research experience participating in evaluation of child welfare national demonstration program.

Professional Associations / Other

American Counseling Association – Professional Member – Member ID 6381317. ACA Continuing Ed; *Creative Arts Counseling. Ten Creative Counseling Techniques for Helping Clients Deal With Anger.* Ed Jacobs, Christine Shimmel. □

Professional Liability Insurance through Healthcare Providers Service Organization (HPSO) – Policy Number N-59759514

Valid Class E Chauffeur Drivers License

State of Missouri

Division of Professional Registration

Provisional License Professional Counselor

VALID THROUGH MARCH 20, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013008707
ELIZABETH S WINTERS
DANIEL ROBB-2008012620
CRIDER HEALTH CENTER
1032 CROSSWINDS COURT
WENTZVILLE MO 63385
USA

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

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ELIZABETH S WINTERS
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1032 CROSSWINDS COURT
WENTZVILLE MO 63385
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 13th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Ashley Cass (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Cass joined PFH in 2011. As a Community Support Specialist, she arranges support services to meet clients' needs, while also providing life, social, vocational, and recreational skills education to consumers. She also keeps probation officers/legal team up to date on progress. Ms. Cass has a B.A. in Human Services and a M.Ed.

Ashley A. Cass

Objective: **Counseling, Social Work, Delinquency Prevention or Caseworker, Child Welfare**
My goal is to attain full time employment in the human service field. Preferably in the areas of substance abuse rehabilitation, protective services, or juvenile corrections.

Education:

BA Degree
Bachelor of Arts – Human Services – Columbia College, Columbia, MO
Masters
Masters in Elementary Education- Columbia College, Columbia MO

Experience:

2011-Present **Community Support Specialist**, Preferred Family Healthcare, Jefferson City, MO
Arranging support services to meet the clients needs. Providing life, social, vocational, and recreational skills education .Maintaining required documentation of client services and progress.

Skills:

SUBSTANCE ABUSE COMMUNITY SUPPORT WORK, BEHAVIOR MODIFICATION WORK, CHILD WELFARE, CORRECTIONAL WORK, DELINQUENCY, MENTAL ILLNESS, SOCIAL SERVICE ORGANIZATIONS, SOCIAL WORK, DISADVANTAGED, COMMUNITY ORGANIZATION WORK

References:

References furnished upon request.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 14th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Michael McCarty (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. McCarty joined PFH in 2013. He is responsible for providing community support services for clients in outpatient treatment, providing a safe comfortable environment for clients while in treatment, and conducting group education sessions to cover a broad range of healthy living topics. He has a B.A. in Psychology.
2. Johnathan Morgans (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Morgans joined PHF in 2010 and has held several positions before being promoted to his current one. He provides co-occurring, family/couples, grief and loss, and trauma counseling. Additionally, he facilitates group counseling and assists clients in their process for change and ways to maintain their level of change. Mr. Morgans has a degree in Biblical Studies, a M.A. in Counseling, and is a LPC.

Michael L. McCarty

Summary

- Demonstrated good working knowledge of personality theories and coursework in psychology major.
- Proficient in Microsoft Word and other related software.
- Have shown good leadership qualities throughout work history.
- Can quickly grasp new concepts and apply those concepts to achieve the task at hand as well as teach others.

Education

BA in Psychology *2013*
Columbia College
Dean's List Jan-Mar 2013.
Overall GPA 3.21

A.A. in Social Services *2011*
Moberly Area Community College

Kirksville R-III High School *1987*

Career History & Accomplishments

Community Support Specialist, Preferred Family Healthcare *2013-Present*

- Responsible for providing community support services for clients in outpatient treatment.
- Providing a safe comfortable environment for clients while in treatment
- Conduct group education sessions to cover a broad range of healthy living topics.

Assembler, Orscheln Products. *2011-2013*

- Responsible for process of building shifters from A to Z.
- Getting shop order, reading print, making first piece, completing order and packing them for shipment.
- Previously worked as a cutter where responsible for cutting and measuring conduit and strand for automotive/industrial control/shifter cables.
- Pulled correct material, set scale and cut/measured first piece.
- Was accountable for checking off all parts and material for the entire assembly line, making sure they are correct for the current order.
- Contributed to an increase in productivity levels from approximately 65%, to 80% in less than a year.
- In addition, was charged for helping reduce the monthly scrap dollars on my line by several hundred dollars in less than a year.

Welder/Fabricator, Wilson Trailer Company. *2006-2009*

- Held position as a welder and installer of side-rails, rear ends, and front ends on flat-bed and drop deck (semi) trailers.
- Performed fabricating skills as well as installed front, rear, and side-rails in a timely fashion on semi-trailer assembly line.
- Helped the plant to reach new record of 40 trailers per week completed. Liaison between touch-up/repair and production area.

Co-Owner/Operator, In-Racing LLC *2000-2006*

- Was responsible for start-up and initial operation of new business.
- Managed for increase in sales and customer base through first four years of operation, under less than ideal business conditions.
- Established strong and loyal customer base over five year span.
- Coached clients to help them understand chassis set-up and racing techniques.

Memberships

- Member of National Youth Sports Coaching Association
- Assistant coach for three years on local midget league team. Made championship all three years, winning one.
- Member of the Novinger Baptist Church. Currently attending North Park Baptist Church in Moberly.
- Member Columbia College Alumni Association.

JOHNATHAN D MORGANS

EDUCATION

- Associate of Arts Degree - Maple Woods Community College, Kansas City, Missouri.
- Bachelors in Biblical Studies - Gateway College of Evangelism, Florissant, Missouri.
- Masters of Arts in Counseling - Missouri Baptist University, St. Louis, Missouri.

EMPLOYMENT HISTORY

Preferred Family Healthcare October 2012 to Present Moberly, MO
Therapist- Licensed Professional Counselor

- Licensed with State of Missouri for past year.
- Been providing clients with co-occurring, family/couples, grief and loss, and trauma counseling.
- Consistently facilitated a minimum of 4-6 groups per week on substance abuse topics.
- Assisted clients in their process for change and ways to maintain their level of change.

Preferred Family Healthcare October 2010 to October 2012 Moberly, MO
Adult Associate Counselor

- Provided Counseling to adults at an outpatient substance abuse facility
- Facilitated Group sessions on a variety of topics
- Worked with individuals completing different SATOP (Substance Abuse Treatment Offender Program) programs in order to get their license back.
- Was the Lead Counselor for Randolph County Drug Court participants.

Preferred Family Healthcare February 2010 to October 2010 Kirksville, MO
Adolescent Associate Counselor

- Counseled adolescents individually and in groups on a variety of treatment goals (substance abuse, family & peer relationships, anger management, mental health).
- Remained flexible and calm in the midst of sudden work environment changes.
- Worked well with clinical staff to assist the needs of the clients.
- Maintained daily reports of all client sessions noting progress of treatment and areas of concern.

Presbyterian Children's Services Summer 2008 Moberly, MO
Youth Care Worker

- Supervised adolescents in a state-funded social services facility.
- Worked with a group of staff members to provide the youth with positive role models.
- Coordinated activities for therapeutic and social progress.
- Transported youth to scheduled appointments and activities.

COMMUNITY SERVICE AND VOLUNTEER WORK

- Currently provide marriage and Family and couples counseling to local congregation.
- Serve on Safe Passage Board assisting women in domestic violence crisis situations

MISSOURI
DRIVER LICENSE

Class E

OCT 30 2012

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2012008594

JOHNATHAN D MORGANS

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 16th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Shelby Creek (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Creek joined PFH in 2013. In her role, she counsels adolescents through addiction crises, co-occurring disorders, and trauma; develops treatment goals collaboratively with the clients; provides community outreach to adolescents; case management and assessments; individual, family, and group therapy as well as group education. She has a RASAC II, a B.A. in Psychology, and a M.S. in Counseling Psychology.
2. Brandon Ford (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Ford joined PFH in 2013. He provides case management, treatment planning, coordination of community resources to enhance client services, facilitates educational groups, and regularly communicating with referral sources/guardians regarding consumer care. He has a B.A. in Sociology and is pursuing a graduate degree in Criminal Justice and Criminology.
3. Mark Gerster (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Gerster came to PFH in 2013. He is responsible for managing the curriculum and presentation of academic educational activities to adolescents in the program, corresponding with schools in the local area to ensure clients are receiving services for education, leads substance abuse counseling groups, and connects clients to educational resources. He has a degree in Secondary Education and is certified to teach.
4. Amy Gray (Name) Comm. Support Specialist Supervisor (Title) Comm. Support Specialist Supervisor (Proposed Role/Function)	Ms. Gray recently joined PFH in 2014 and is responsible for supervising a Community Support Services team working with adolescents in residential care, performing outreach to the community for referral and educational purposes, and providing oversight of quality assurance in charting for billing needs. She has a B.S. in Psychology and Sociology, a M.S. in Social Welfare, and a M.S. in Psychology.
5. Courtney Hughes (Name) Comm. Support Specialist Supervisor (Title) Comm. Support Specialist Supervisor (Proposed Role/Function)	Ms. Hughes came to PFH in 2010 as a Rehabilitation Technician and was promoted to her current position in 2012. She prepares treatment plans based on client needs, provides substance abuse education, assists in transition planning, and provides consumer education on employment, education, relapse prevention, community resources, coping skills, and crime free lifestyle. She is pursuing a B.S. in Psychology and Human Services.
6. Doris Jackson (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Jackson came to PFH in 2010. She has a B.A. in Criminal Justice and a RASAC II certification. In her role, she performs intakes assessments, and screenings; assists in housing and education programs for clients; assists clients with medical needs and doctor appointments; and facilitates therapy groups and crisis interventions.

Personnel – 16th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
7. Kyla Johnson (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Johnson joined PFH in 2013. In her role, she assists in the provision of educational groups to clients regarding life skills and drug education; assists clients in locating positive supports within their community; and maintains regular communication with referral sources and guardians regarding clients care and progress in treatment. She has a B.S. in Psychology.
8. Brittany Jones (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Jones came to PFH in 2012. She has a B.S. in Psychology and Sociology, as well as a M.S. and a PLPC designation. She complete intakes and assessments; counsels clients, individually and in group sessions, to assist in issues related to addiction, family, trauma, abuse, stress management, and a variety of mental health diagnosis; provides individual, family, and group therapy.
9. Angela Lewis (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Lewis came to PFH in 2011. As a Clinical Supervisor, she supervises clinical and non-clinical staff members, oversees the program, develops and implements curriculum, provides individual counseling with adolescents in the outpatient program, and maintains effective relationships with referral sources. She has a B.S. in Psychology, a MSW, as well as a CRACD and LMSW license.
10. Rory McGilley (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. McGilley joined PFH in 2013. He provide case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning; and, he facilitates educational groups and regularly communicates with referral sources/guardians regarding client care. He has a B.A. in Psychology and a M.A. in Psychology.
11. Maurice Peal (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Pearl joined the Scott Greening Center for Youth Dependency in 1995 and this agency became a part of the PFH family in 2003. He has a MSW and a CCDP and is responsible for providing assessments, treatment planning, as well as individual and family counseling for substance use disorders and mental health issues.
12. Cristie Pennington (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Pennington joined PFH in 2013 as an Associate Counselor. She assists adolescents who are struggling with substance abuse to develop skills necessary to live healthy, sober and successful lives, while also creating individualized treatment plans to help clients achieve treatment goals. She has a RASAC I and is pursuing a B.S. degree.

Personnel – 16th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
13. Ashley Smith (Name) Program Director (Title) Program Director (Proposed Role/Function)	Ms. Smith joined PFH in 2011. In her role, she is responsible for completing supervisees' performance evaluations, training plans and supervision records; providing oversight of performance targets; developing annual performance indicator measurements; developing annual budgets; ensuring compliance and quality care. She has a B.A. in Sociology, a M.S. in Marital and Family Therapy, and is a LMFT.
14. Michael Walker (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Walker joined PFH in 2010. He conducts intakes, provides individual counseling services, group services, treatment planning and execution, and performs file maintenance. Additionally, he facilitates crisis situations and makes appropriate referrals when required. He has a B.S. in Guidance and Counseling and is a CADC.
15. Michael Wieberg (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Wieberg came to PFH in 2011. He is responsible for facilitating group counseling on a variety of topics, providing guidance to youths in individual counseling sessions, formulating cohesive treatment plans, and facilitating group counseling. He has a B.A. in Philosophy and Religion, a RASAC II, and is pursuing a MSW.

Shelby M. Creek, MS, CIT, RASAC II

OBJECTIVE:

Full-time employment in the therapy field where my unique skill set of reliability, attention to detail, strong work ethic, empathy, and communication skills can be utilized to help children and adults through mental health struggles via assessment and theoretical frameworks.

RELEVANT EXPERIENCE:

Community Support Specialist, Preferred Family Healthcare, Lee's Summit, MO, November 2013 to Present

- Counsel teens through addiction crises, co-occurring disorders, and trauma
- Develop treatment goals collaboratively with the clients
- Provide community outreach to teens
- Provide case management and assessment
- Provide individual, family, and group therapy as well as group education
- Complete weekly supervision with LCSW and LPC toward licensure
- CPR re-certified
- Completed Relias Learning

Child and Adolescent Therapist Intern. Two Rivers Behavioral Health System, Kansas City, MO, July 2012 to May 2013

- Completed over 1,000 hours (750 required)
- Completed weekly supervision with LCSW, PLPC, LMFT, and professor
- Completed a 3 week rotation in partial hospitalization, adults (veterans), and adults (acute)
- Provided individual, group, and family therapy while managing large caseloads
- Completed psychosocial assessments, progress notes, patient goal sheets, safety plans, and formulated individualized treatment plans
- Contacted outside providers and insurance companies for discharge
- Attended continuing education courses and conferences
- Certified in CPR
- Completed Handle with Care training (verbal and physical de-escalation of patients)
- Completed online Care Learning courses

Graduate Research Assistant. Avila University, Kansas City, MO, January to May 2013

- Researched correlation between public speaking anxiety and speech rate
- Selected to present poster at Student Scholar Day

Practicum Counselor. Avila University and Cristo Rey Kansas City School, Kansas City, MO, January to May 2012

- Completed 20 hours counseling a variety of ages, ethnicities, genders, and psychological problems
- Developed individual progress notes and intake assessments
- Completed 7 hours of supervision
- Earned Protecting God's Children Certification

EDUCATION:

Master of Science in Counseling Psychology, 4.0 GPA, May 2013
Avila University, Kansas City, MO.

Bachelor of Arts in Psychology, May 2009
The University of Kansas, Lawrence, KS.

RELEVANT HONORS, SKILLS, AND ACTIVITIES:

Received Child and Adolescent Certification
Proficient with Microsoft Word and Power Point
Completed additional Masters hours to be licensed in both Kansas and Missouri
Volunteered in father's medical practice filing charts
Served as a member of Graduate Psychology Club
Served as a member of Psi Chi National Honors Society
Volunteered as a peer tutor in college algebra
Studied abroad in French conversation in Strasbourg, France
Volunteered at Pioneer Ridge Nursing Home
Received Global Awareness Program Certification
Listed on Dean's Honor Roll, graduated with Honors cord
Served as a People to People Student Ambassador

No. 7759

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Shelby M. Creek

has met the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date **10/31/2015**

Above is a 5x7 mini certificate is to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 7759

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Shelby M. Creek

has met all the standards and qualifications
required of an alcohol drug counselor.
as determined by the Credentialing Board and is
hereby conferred the title of
Recognized Associate Substance Abuse Counselor II
Awarded on 12/18/2013

Clif Johnson
President
Alleia Ozenberger
Secretary

BRANDON FORD

OBJECTIVE **To gain a position within a reputable company or organization which will allow me to enhance and further develop my knowledge-base and employability skills in the workforce.**

EMPLOYMENT

Preferred Family Healthcare, Kansas City MO *Jan 2013-Current*

Community Support Specialist

- Providing case management and coordination of services
- Accessing initial treatment needs including treatment planning
- Coordinating community resources to enhance client services
- Facilitating educational groups and regularly communicating with referral sources/guardians regarding consumer care

Niles Home for Children, Kansas City MO *Aug 2012-Dec 2012*

Development Associate (Grant Writer)

- Fundraising for specific programs and general operating budget
- Budget and monetary reports related to development
- Managing and implementing strategic marketing plans for program services, events, and special initiatives
- Management of Volunteer services which includes recruitment, screening,
- training, cultivation and appreciation of volunteers

Gillis Center, Kansas City, MO *Mar 2010-Aug 2011*

Youth Care Trainer

- Coordination and implementation treatment program
- Provide direct supervision of adolescent with specific behavioral
- Educational Liaison between Gillis and Southwest High school
- Develop, organize and implement scheduled events for residential clients
- Complete all documentation requirements in a timely manner

Concrete Rose, Houston, TX *Oct 2006-Aug2009*

Community Outreach Specialist

- Strong Knowledge of Community Resources
- Implemented treatment programs
- Facilitated Mentoring Outreach Program
- Experience with dealing with minority population

EDUCATION

Columbia College, Kansas City

Graduate Studies: Criminal Justice & Criminology *Currently*

University of Missouri, Columbia, Mo &Kansas City, Mo *Aug 1997-May2001*

Major area of concentration: B.A. Sociology (Completion of 120 credit hours) *Aug 2007-Dec2008*

Ball High School, Galveston, TX

High School Diploma *Sept. 1993- May 1997*

CREDENTIALS

Credible Achievements and Awards

- Division 1 Football Scholarship, University of Missouri-Columbia, 1997
- 2nd All-Academic Team, University of Missouri, 1997,1998
- U.S. Armed Forces Distinguished Gentleman, 1997
- Volunteer and mentor for Boys and Girls Club, 1995-1997
- University of Missouri Kansas city Deans List ,Spring 2008
- University Of Missouri Kansas City Deans List, Fall 2007

Mark E. Gerster

Education

Bachelor of Arts August 2007-May 2011
William Jewell College. Liberty, Mo
Major: History, Secondary Education

- Graduated with a 3.493 GPA
- Dean's list 2007-2011
- Four year letter winner in football
- Two time Heart of America All-Conference student athlete

Experience

Community Support Specialist, Preferred Family Healthcare July 22, 2013-Present

- Manage the curriculum and presentation of all academic educational activities to adolescent population in current program.
- Correspond with schools in the local area to ensure clients are receiving services for education that are congruent with state requirements.
- Lead substance abuse counseling groups that aid in continued sobriety for the client population.
- Connect clients to educational resources that aid them in transitioning from residential treatment back into the community.

In School Suspension interventionist, Fort Osage High School Aug. 2012-May 2013

- Implementing behavioral plans for the purpose of reinforcing learning concepts.
- Monitoring students during assigned periods for the purpose of providing a safe and positive learning environment.
- Perform general record keeping and clerical functions for the purpose of supporting staff in meeting mandated requirements.
- Respond to inquiries from a variety of sources (student, teachers, admin, and parents) for the purpose of solving problems, providing information, and /or directing to other sources.

Service Representative, 24 Hour Fitness September 2011-July2012

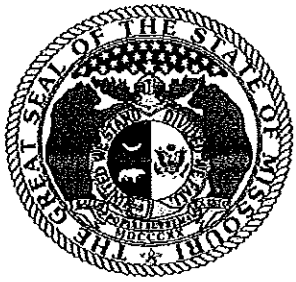
- Provide customer service to the club members and guest.
- Responsible for assisting and directing member's questions and concerns.
- Monitoring incoming inquiries and ensuring proper check in procedures are followed.
- Conducting general sales in merchandise and club memberships.

State of Missouri

This certificate issued by authority
of the State Board of Education to

MARK EDWARD GERSTER

is a license to teach in the public schools of Missouri as herein specified, unless such certificate is revoked.



Educator's Certificate

NOV 0 6 2013

Subject or Service	Grade Level	Type of Certificate	Effective Date	Expiration Date	Status
SOCIAL SCIENCE	9-12	INITIAL PROFESSIONAL CERT	06/07/2011	06/07/2015	ISSUED CERTIFICATE

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Any entry made on this certificate other than by issuing authority will render the certificate void.

Chris L Nicastro

Commissioner of Education

Amy C. Gray

Experience

2014 Preferred Family Health Kansas City, MO

Community Support Services Supervisor

- Supervise a Community Support Services team working with adolescent youth in residential center
- Outreach to the community for referral and educational purposes
- Oversight of quality assurance in charting for billing needs

2012-2013 Turner Professional Group Kansas City, MO

Clinical Practicum

- Therapy with individuals and couples dealing with relationship and sexual health issues
- Community presentations regarding sexual health issues and education

2010-2012 Kansas City Free Health Clinic Kansas City, MO

Youth Case Manager

- Provide medical case management services for HIV+ young people in the Kansas City metro area
- Engage at-risk youth in medical care and related services
- Collaborate with system providers to ensure high level of care
- Serve on the finance committee to the regional Planning Council board

2008 & 2009 United Way of Greater Kansas City Kansas City, MO

Community Resource Consultant

- Responsible for 60+ accounts of annual community fundraising drive, planning supplies and speakersut
- Public presentations of Live United campaign, representing United Way of Greater Kansas City

2000-2007 MINK Youth Service Network Lenexa, KS

Associate Director / Executive Director

- Responsible for fiscal oversight and management of Runaway and Homeless Youth federal grant
- Collaborate with Board of Directors to provide training and technical assistance to members
- Supervision of staff, including Youth Project Specialists
- Plan training calendar and implement 9 to 11 events annually
- Plan and oversee annual PAC Retreat, a four day Youth/Adult partnership adventure camp
- Provide technical assistance to 43 grantees in four states
- Coordinate services with a national system of 10 providers across the United States
- Develop marketing tools for training events as well as overall agency literature

1997-2000 Temporary Lodging for Children Olathe, KS

Community Based Services Coordinator / Case Manager Supervisor

- Coordinate in-home services, including 24-hour hotline coverage, for two preventative youth programs
- Supervise seven full-time and as many as five part-time positions
- Gather data and report statistical information to 10 funding sources on a monthly/quarterly basis
- Deliver presentations to community funders in order to continue program funding
- Community outreach, presenting programs to school, police, and church personnel
- Designed tracking system to assist in program evaluation

1994-1997 Community Counseling Consultants Clinton, MO

Targeted Case Manager

- Provide case management for 11 Severely Emotionally Disturbed (SED) youth and their families
- Crisis prevention planning with youth, family and community supports
- Secretary for inter-agency collaboration providing wraparound services to youth in the rural tri-county area

Amy C. Gray

Education

2013	University of Kansas Master of Social Welfare	Lawrence, KS
1995	Central Missouri State University Master of Science in Psychology	Warrensburg, MO
1992	Central Missouri State University Bachelor of Science in Psychology & Sociology	Warrensburg, MO
1989	Johnson County Community College Transfer of general credits	Overland Park, KS

Courtney T. Hughes Jr.

Objective:

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Experience:

01/2008 to 08/2008 Lincoln University Jefferson City, Missouri

Mailroom Clerk

- Stamped and sent mail out from Lincoln University
- Handled Incoming Mail to Lincoln University
- Worked the Cash Register

02/2009 to 05/2010 Lincoln University Jefferson City. Missouri

Admissions Clerk

- Lead Campus tours around Lincoln University
- Helped send out information to perspective Students
- Spoke at on campus events

09/2010 to 09/2012 Preferred Family Healthcare Jefferson City, Missouri

Rehabilitative Technician

- Lead and Teach Groups to Rehabilitating Drug Addicts
- Assist LPN with providing Medications to the Consumers
- Help Provide safe and clean environment for the consumer

09/2012-Currently Employed Preferred Family Healthcare Kansas City, Missouri

Community Support Specialist

- Completing Community support assessments
- Complete regular communication with referral sources
- Request correspondence from past treatment

Education:

8/2001 to 6/10/2005 Chicago Vocational Career Academy Chicago, Illinois

High School Diploma

- Major in Sheet Metal
- Four Year Letterman of the Football Team
- Student Council

8/2005 to 5/15/ 2010 Lincoln University Jefferson City, Missouri

Bachelor of Science Degree in Criminal Justice

- Lincoln University Pre-Law Club Member
- Dean's List/ Consecutive Semesters
- CAB director of sub-committee

8/2010 to Present Lincoln University Jefferson City, Missouri

M.S. In Criminal Justice

- Preferred Family Healthcare/ Training experience in substance abuse

References:

Doris Ann Jackson

Objective

To provide high quality clinical services to clients in need in a therapeutic environment.

Preferred Family Health Care

Feb 2010-Present

Community Support Specialist

- Doing intakes assessments, screenings
- Assist in housing and education programs for clients
- Assist clients with medical needs and doctors appointments
- Do therapy groups and crisis interventions

August 2009-Feb 2010 Ad Hoc Group Against Crime Kansas City, Mo.

Case Manager

- Doing intakes and assessments, screenings and phone calls.
- Advocate for people in need of services, assessing client's needs.
- Assist clients in need of counseling or crisis intervention.
- Help assist homicide victims family, homelessness and domestic violenc

experience

Jan. 2005-July 2009 Swope Health Services/ Imani House Kansas City, Mo.

Lead Mental Health Tech / Counselor In Training

- Supervise Mental Health Tech staff
- Manage and oversee milieu during third shift
- Provide psycho-education groups, group counseling, assessments and intakes

Jan. 1999- Dec.2005 Swope Health Services / Imani House Kansas City, Mo

Mental Health Tech / Counselor Aide

- Monitoring clients, intake
- Distribution of medication, record keeping
- Crisis intervention, screening, referrals, orientation

Education

University of Missouri, Kansas City- Was enrolled in MSW Program

- Complete in May, 2011
- Park university – BA in Criminal Justice May 2007
- Metropolitan Community College 30 Hour-Certificate Drug Addiction -2001
- 2010- SATOP Qualified Professional
- 2010- RSACII
-

References

Available upon request.

No. 3894

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Doris A. Jackson

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: **10/31/2014**

NOV 07 2013

Kyla Johnson

\

EDUCATION

Bachelor of Science in Psychology, minor in Family Life and Resource Management December 2012
Northwest Missouri State University, Maryville, Missouri GPA: 3.42/4.0
Relevant courses: Consumer Economics and Personal Finance and Family Life and Resource Management

WORK EXPERIENCE

Community Support Specialist *May 2013-present*
Preferred Family Healthcare

- Facilitate educational groups to clients regarding life skills and drug education.
- Assist clients with locating positive supports within their community.
- Maintain regular communication with referral sources and guardians regarding clients care and progress in treatment.
- Coordinate services for client's including: accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning.

Direct Support Professional *January 2013 –June 2013*
Developmental Services of Nebraska-Missouri

- Assisted individuals who have mental and developmental illnesses with completing daily tasks.
- Encouraged consumers by providing them with positive support and motivation.
- Completed paperwork based on consumer's behavior and daily progress towards independence.

Early Education Teacher Assistant *March 2013-May 2013*
Kids At Heart Inc.

- Organized and implemented fun educational activities for the children to participate in.
- Interacted with parents and informed them on the daily progress of their child.
- Ensured that children were in a safe and healthy environment.

VOLUNTEER EXPERIENCE

- Tutor, Northwest Missouri State University, Maryville, Missouri October 2012-December 2012
- *Volunteer,* Children and Family Center, Maryville, Missouri October 2012-December 2012
- *Volunteer,* Manor Health Care Center, Maryville, Missouri October 2011- December 2011

WORK EXPERIENCE

- *Desk Coordinator*, Volleyball Beach, Kansas City, Missouri June 2011-August 2011
- *Cashier*, Leon's Thriftway, Kansas City, Missouri May 2009-August 2010
- *Cashier,* Kansas City Zoo Gift Shop, Kansas City, Missouri April 2007-August 2008

Brittany L. Jones, M.S., P.L.P.C

OBJECTIVE

To obtain a position working in the mental health field where challenging experience is gained

EDUCATION

Master of Science — August 2009-December 2011
Degree in Counseling Psychology
Avila University, Kansas City, MO

Bachelor of Science — August 2005- May 2009
Double major in Psychology and Sociology
Northwest Missouri State University, Maryville, Mo

CERTIFICATION

Provisional Licensed Professional Counselor — December 2012

WORK EXPERIENCE

Therapist

Preferred Family Healthcare, Kansas City, MO — August 2012-Present

- Complete intakes and assessments with clients and their families in a residential and outpatient setting
- Counseling clients, individually and in group sessions, to assist in issues related to addiction, family, trauma, abuse, stress management, and a variety of mental health diagnosis
- Provide individual, family, and group therapy using techniques in Trauma Informed Care, Dialectical Behavioral therapy, and Cognitive Behavioral therapy
- Program representative in the Regional Health Care Initiative through MARC

Psycho-Educational Testing Assistant — January 2012-Present

Behavioral Health Specialists, Inc., Overland Park, KS

- Perform Psycho-Educational and personality tests on children and adults with mental health and/or educational issues
- Tests administered include WISC, WAIS, Woodcock-Johnson, and CTOPP
- Provide detailed feedback and results to psychologists

Student Therapist — January 2011- December 2011

Solace House, Shawnee Mission, KS

- Conducted assessment/intake sessions for individuals and families after a death was experienced
- Provided individual, family, and couples counseling
- Facilitated grief support groups to ages ranging from three years to elderly
- Engaged in leadership role to Solace House and Kansas City Hospice Volunteers
- Completed trauma training through Missouri Hospice to participate in counseling services for Joplin's tornado victims

Child Life Practicum — June 2009-August 2009

Children's Mercy Hospital, Overland Park, KS

- Provided appropriate therapeutic opportunities to patients in inpatient and outpatient settings
- Assisted with coping interventions and preparation for patients through traumatic medical procedures
- Conducted bedside play therapy and helped carry out playroom group activities on the inpatient unit

DEC 10 2012

State of Missouri

Division of Professional Registration

Provisional License Professional Counselor

VALID THROUGH DECEMBER 03, 2014
ORIGINAL CERTIFICATE/LICENSE NO. 2012040740
BRITTANY L JONES
ALLAN SCHMIDT-R0240
PREFFERED FAMILY HEALTHCARE
8333 E BLUE PARKWAY
KANSAS CITY MO 64133
USA

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH DECEMBER 03, 2014
ORIGINAL CERTIFICATE/LICENSE NO. 2012040740

BRITTANY L JONES
ALLAN SCHMIDT-R0240
PREFFERED FAMILY HEALTHCARE
8333 E BLUE PARKWAY
KANSAS CITY MO 64133
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Angie Lewis

Education

2005-2009 University of Missouri-Kansas City Kansas City, MO
Masters in Social Work
May 2009

1990 – 1994 Missouri State University (formerly SMSU) Springfield, MO
Bachelor's of Science in Psychology
December 1994

Work Experience

9/2011-Present Preferred Family Healthcare Lee's Summit, MO
Clinical Supervisor

- Supervise clinical and non clinical staff members
- Oversee Program
- Develop and implement curriculum
- Individual counseling with adolescents in outpatient program
- Maintain effective relationships with referral sources

5/2010-9/2011 Willowbrook, Inc Kansas City, MO
Community Support Worker

- Child CPRC program
- Assisting children with mental illnesses & behavioral problems
- Providing education and training to parents regarding parenting and mental illness
- Collaborate with community agencies to address client's needs
- Treatment & Discharge planning

11/2009-5/2010 Royal Oaks Hospital Windsor, MO
Chemical Dependency Therapist

- Individual and family counseling with adults who are inpatient hospital
- Treatment & Discharge planning
- Facilitate Group Counseling & Group Education with adults and adolescents
- Completed chemical dependency consults/evaluations

8/1998-10/2009 ReDiscover Kansas City, MO
IOP Program Coordinator (1 ½ years)
Substance Abuse Counselor (6 years)
Mobile Crisis Clinical Case Manager (4 years)

- Individual counseling with adults in outpatient/residential program

- Treatment & Discharge planning
- Maintain effective relationships with referral sources
- Facilitate Group Counseling & Group Education
- Supervise staff members working in program
- Develop curriculum and program design
- Facilitate Group Counseling & Group Education
- Marketing of program in community
- Provided mobile crisis to police with mentally ill population
- Crisis Management & Intervention for mentally ill individuals

Accreditations and Licenses

- Licensed Clinical Social Worker
- Certified Compulsive Gambling Counselor

OCT 11 2012

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee for Social Workers

Clinical Social Worker (LCSW)

VALID THROUGH SEPTEMBER 30, 2014
ORIGINAL CERTIFICATE/LICENSE NO. 2011027337

ANGELA HELEN LEWIS

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

COPY

No. 1854

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

NOV 07 2011

Angela Lewis

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

Steve Doherty e.SACII, CCJP

President

Expiration Date: 10/31/2013

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Maurice R. Pearl

WORK EXPERIENCE:

Spofford Home (Part-time)
9700 Grandview Rd
Kansas City MO. 64134
Dates Employed: 8/2012-present

Parent Aid – supervisor visitations between parents and children whom have been removed from their care due to neglect or abuse. Monitor for safety concerns, teach parenting skills and coping skills for parents and aid in reunification of the family unit. Provide documentation for case manager.

Research Psychiatric Center (Part-Time/PRN)
2322 E. 23rd Street
Kansas City MO 64132
Dates Employed: 05/2005 –05/2009

Social worker 5/05-9/09- Complete assessments on new patients suffering from mental illness and addictions. Provide group counseling and group education. Development of treatment plan as part of team, discharge planning and family sessions.

Preferred family Healthcare Inc. formally known as
Scott Greening Center for Youth Dependency inc.
2750 cherry
Kansas City, MO 64108
Dates Employed: 08/1995-present

Clinical Supervisor, Therapist, Family Therapist, Program Coordinator, Community Support Supervisor

Therapist/Counselor 7/07-present: Duties stated previously to also include mental health counseling.

Clinical Supervisor-4/05-7/07- Manage outpatient chemical dependency treatment program for adolescents. Management of staff team consisting of therapists, case managers as well as support personnel. Complete comprehensive chemical dependency assessments, treatment planning, family counseling and staff development and training. Maintain program budget. Marketing of program in community.

Therapist-10/03-4/05- Duties include one on one counseling for substance abusing individuals. Also did treatment planning and provide group counseling to address chemical dependency issues. Family counseling also done in this position

Scott Greening Center for Youth Dependency inc.
2750 cherry
Kansas City, MO 64108

Dates Employed: 08/1995-08/02

Family Therapist-July '02-Oct '03. Duties include participating in treatment team planning and diagnostic disposition conferences; conduct family therapy sessions and multi-family groups; provide direct treatment services to families and maintain necessary family file documentation; assist in establishing and maintaining effective working relationships with other agencies; completing diagnostic assessments and subsequent reports to referral sources; conducts in-service training; and providing crisis intervention services.

Program Coordinator 11/96-7/02 Coordinated substance abuse treatment services for adolescent males in a Jackson County Family Court facility. Supervised staff, operated as liaison between agency and court, developed and facilitated family groups as well as group counseling, group education and family counseling.

Community Support Supervisor 8/95-11/96 Supervised staff of up to 5 community support workers responsible for finding resources for families and adolescents in their communities. Developed and maintained community resources.

County Court Services
1212 Mcgee 3rd floor
Kansas City, MO 64106
Dates Employed: 05/2001-2004

Substance Abuse Counselor
Adult substance abuse counselor working with Jackson County Drug Court adult drug diversion program. Counseling, assessments, treatment planning, groups. Also provided anger management groups to adult offenders of domestic violence sentenced in various municipal courts.

Crittenton Hospital
10918 Elm Ave.
Kansas City, MO 64134
Dates Employed: 05/1996-01/2003

Behavioral Health Tech/PRN
Residential and hospital behavioral health program, duties included monitoring adolescents, record keeping, and therapeutic interventions.

DeLaSalle Education Center Cstar Program
Kansas City, MO
Dates Employed: 12/1992-08/1995

Clinical Manager, Head Counselor, Counselor

Clinical Manager-01/95-8/95 Supervised staff team of community case managers, counselors, family therapists and residential techs. Administrative duties included gathering and analysis of data such as census, outcomes and funding issues.

Head Substance Abuse Counselor *03/94-01/95* Responsible for interviewing, assessing and developing treatment plans for adolescent substance abusers. Kept documentation and maintained close working relationship with referral agencies. Also provided on call crisis service and supervision of counselors.

Counselor *12/92-03/94* Same duties as above without the supervision.

Missouri Division of Youth Services
Kansas City, MO
Dates Employed: 05/1986-12/1992

Intensive Case Supervisor, Group Leader, Juvenile Placement
Intensive Case Supervision *01/91-12/92* Worked with caseload of up to 8 high risk/high need adolescents. Daily supervision, developed plans for education, vocational services, employment and outpatient counseling. Responsible for finding, developing and maintain support services outside of the agency.

Group Leader *11/89-01/91* Worked with a group of 12-18 girls in residential facility. Responsible for supervision of staff of 8 consisting of educational instructors and counselors. Responsible for training and staff development in areas of treatment strategies and counseling techniques. Responsible to see that state educational guidelines were met. Responsible for maintaining records and monthly progress letters to committing judges.

Juvenile Placement Officer *11/88-11/89* Supervised caseload of 40-60 youth both in community as well as in residential placement. Worked extensively with whole family system.
Youth Specialist 05/86-10/88 Supervision of youth in residential treatment/correctional facility. Did groups and individual counseling. Worked as part of 8-member treatment team.

EDUCATION:

University of Kansas
Lawrence, KS 66045
Master of Social Work, 2003
Major: Social Work

University of Kansas
Lawrence, KS 66045
Bachelor of General Studies, 1985
Major: General Studies

Kansas State University
Manhattan, Kansas

JOB-RELATED SKILLS:

Excellent writing and research skills.
Computer skills

Supervision of two BSW students and MSW students from University of Missouri, Kansas University and Avila University.

JOB-RELATED CERTIFICATES AND LICENSES AND AWARDS:

Certified Substance Abuse Counselor II...State of Missouri (up graded to Certified Co-Occurring Disorders Professional – Diplomate 1/4/10

Black Faculty and Staff Achievement Award University of Kansas 2002

No. 5625

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Maurice R. Pearl

Continues to meet the standards and qualifications of a
Certified Co-Occurring Disorders Professional - Diplomate
as determined by the Board.

President

Expiration Date: **10/31/2015**

DEC 1 9 2013

Cristi Pennington

Objective- I would like to gain new perspectives and knowledge in the Following;

- Drug addiction/dependence Counseling
- Mental Health illness/disorders Counseling
- Behavioral Health Counseling

I graduated in May 2012 from Longview Community College with a Human Services-Drug Addiction Services Degree. I love the human personality and thrive to help those with Addiction and Mental illness/disorders to live a more fulfilling life.

Related Course Work

Alcohol and Drug Addiction, Addiction Counseling in Special Populations, Addiction Client Management, Aging, Alcoholism and Medications, Spirituality in Addiction Recovery, Addiction Management, Positive Dependency, Women's issues in Addiction, Basic Counseling Skills, Social Welfare, Adjustment and Personality, Social Welfare, Correctional Psychology, Technology and Information

Education

MCC Community College

2010-2012
I have graduated with an Associates of Applied Science with the emphasis in Human Services Drug Addiction Services. I am eligible for my RASAC I and would like to pursue gaining that Credential. I will continue my education at UMKC and earn a Bachelor's Degree in Substance Abuse Counseling.

North Kansas City High School
1995, Graduated with Diploma

Internships

- Benilde Hall
  3220 East 23rd Street
  Kansas City, MO 64127
  (816)842-5836 **Gerry Washington**
  I learned most from this Internship this summer. This agency works with homeless men who are mostly Veterans. Benilde hall treats these men with respect so slowly they start to learn coping skills through the DBT therapy, that is the therapy I taught while I was doing my Internship there. I enjoyed being a Counselor very much at Benilde Hall, but at this time there are no opportunity's available for a female counselor in an all men's facility. I was at this agency from 6/12 through 8/12.

- The Dismas House of KC
  301 East Armour Suite 201
  Kansas City, MO 64111
  (816)531-6050 **Reverend Laddel Flowers**
  I wanted to be able to have a more hands on approach with this agency, but mostly I sat in on groups, learned their techniques and I also facilitated the women's groups.
  This agency is faith based so I learned a lot from that aspect, and learning from the clients themselves. I had a good experience and I think that the client's learned a lot from me as well. I was at this agency from 2/12 through 5/12.

- Renaissance West
  5840 Swope Parkway
  Kansas City, MO 64130
  (816)333-2990 **Michael Williams**
  This was the first agency that I interned at where I mostly did phone assessments. I was able to use what I learned from the classroom and apply it to good communication skills when I talked to an individual over the phone. I was able to make appointments for the client based on information given to me at that time. I was at agency from 8/11 through 11/11.

Experience

- Preferred Family Health Care

8333 East Blue Parkway
Kansas City MO 64133
(816)474-7677 **Susan Adsit-McGriff**

I have been employed with this Facility since May 22, 2013. I have been working as an Associate Counselor helping to guide Adolescents who have addiction problems and help these Clients to learn coping skills, find better peer groups, positive activities that can occupy the Clients time and other life skills needed to prevent a drug relapse.

- Home Instead Senior Services
  1132 West Kansas Street
  Liberty, MO 64068
  (816)792-8077 **Steve Boos**

  I was at this Agency from May 5, 2010 to August 11, 2011
  I was considered a non-medical care giver. I would clean client's homes, take them to the grocery store, beauty salon appointment's, cooking their meals, etc.

- Clay County Prosecuting Attorney
  11 South Water
  Liberty MO 64068
  (816)792-7600 **Dan White**

  I worked here from June 2, 1999 to February 200
  I would transfer or receive a client's file, then based off of the Information provided I would then assign another caseworker for the client if needed. I also would transfer files to other counties when clients moved.

- North Oak Animal Hospital
  8124 North Oak Traffic way
  Kansas City, MO 64118

(816)436-4400 **Dr. Johnson**

I worked here from November 10, 1997 to August 5, 2000
Veterinary Technician
I would arrive early in the morning to walk dogs and clean their cages. I feed the animals and checked on the post-surgery animals. Animals that were scheduled for surgery would be placed in another part of the Hospital. I would draw blood for test and give vaccinations.

Eagle Animal Hospital
4825 NW Gateway Ave.
Kansas City, MO 64150
(816)741-2345 **Dr. Sparks**

I worked here from March 10, 1993 to September 9, 1997
Veterinary Technician
I performed many of the same duties like I did at North Oak Animal Hospital. This was my first real job. I feed dogs and cats, cleaned litter boxes and cages. I walked the dogs for exercise. At this job I had fewer responsibilities mostly because there were more workers

References

Terri Lynn Miller	(913)568-0271
Misty Spires	(816)462-8545
Michelle Moody	(816)456-2298

Interests

I have a husband, Jason (married 16yrs) and 2 kids, Kaitlyn Is 13yrs old and Jacob is 10yrs old. My kids have been my Inspiration for becoming a better person, but God has been the driving force behind my love for Counseling. I have gained

good relationships within the children's ministries I have participated in; that has strengthened my character.

No. 7333

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Cristi L. Pennington

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor I

March 8, 2013-March 8, 2014

President

Secretary

Ashley M. Smith, LMFT

Education

Master of Science — August 2004-June 2006
Northwestern University- Evanston, IL
Marital and Family Therapy

Licensed Marital and Family Therapist

Bachelor of Arts — August 2001–May 2004
Spelman College - Atlanta, GA
Sociology

Experience

Program Director, Preferred Family Healthcare — October 2011-Present

- Completes supervisee's performance evaluations, training plans and supervision records
- Provides oversight of performance targets within specified timeframes.
- In collaboration with executive team develop annual performance indicator measurements for Quality Improvement.
- In collaboration with executive team, develop annual budgets with focus on revenue models, staffing patterns, and expenses.
- Ensure compliance with applicable regulatory standards maintaining licensure, certification, and accreditation.
- Ensure staff and departments' operation adherence to PFH policies and procedures. Provide suggestions for updated or revised policies and procedures.
- Respond to community and/or client feedback/suggestions informing appropriate departments and Vice President.
- Monthly and/or Weekly monitoring of services provided to clients to ensure adequate and appropriate delivery of services taking appropriate action and communicating to Vice President.

Child and Family Therapy, Sheffield Place — March 2007-October 2011

- Develop treatment plans for clients according to guidelines that demonstrate individualization and evolution based on information gathered from assessment.
- Participate in clinical staffing/treatment meetings providing feedback on all pertinent cases.
- Facilitate psycho-education groups, family therapy sessions, and individual sessions.
- Provide training on Clinical issues and evidenced based practices TFCBT and PCIT.
- Provide Clinical Consultation when necessary.
- Adhere to and monitor annual budgets for the Children's Program.
- Provide supervision and oversight to staff and volunteers in the Children's Program.

*References, Community Connections, and Volunteer Efforts are Available Upon Request

FEB 21 2012

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee of Marital & Family Therapists

Licensed Marital & Family Therapist

COPY

VALID THROUGH FEBRUARY 28, 2014
ORIGINAL CERTIFICATE/LICENSE NO. 2009022994

ASHLEY MARIE SMITH

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Mike Walker CADC

Relevant work history, accomplishments and responsibilities

Preferred Family Health Care, Substance Abuse Counselor, June 2010-present.

In my role as substance abuse counselor for residential and outpatient adolescent clients, **I met or exceeded my requirements** in conducting intakes, providing individual counseling services, group services, treatment planning and execution, and file maintenance. I also **took responsibility for and reorganized** our outpatient program structure and established a consistent record keeping process for our staffing meetings. In addition I helped **develop an excel program** that feeds counseling hours to a master spreadsheet so that management can have real time access to counselor statistics. I also intervened in crisis situations and made appropriate referrals when required. In April I **received an award** for going above and beyond the call of duty in my job.

Kansas City Community Center, Associate Substance Abuse Counselor, November 2008 to June 2009

In my role a substance abuse associate counselor at Western Reception Correction Center in St. Joseph, Mo, I took over a caseload of 20 inmate clients and within a few **weeks brought the caseload into compliance** concerning treatment planning, reviewing, counseling hour requirements, file accuracy, and timely discharge planning and summary creation. I also **automated the Urica assessment device**, automatically scoring clients in terms of where they were in stages of recovery.

Kansas City Community Center, Associate Substance Abuse Counselor, June 2009 to June 2010

I served as a substance abuse counselor for adults in the Jackson County Combat Drug Court program, providing 1:1 and group counseling services and working **closely with probations officers and the Jackson County court**. Our treatment plans were prewritten in a virtual library, and I **authored and contributed more treatment plan templates** than any other counselor during my term there, including plans on assertiveness and empathy skills. I also worked with clients who had dual diagnosis and processed issues like anxiety and depression.

Kansas City Community Center, Anger Management Group Facilitator, January 2010-present.

Based on my performance, I was sent to Los Angeles in January of 2010 to receive training in non-violence group counseling in the **Duluth Model (Duluth Abuse Intervention Project, DAIP).** I received DAIP certification and have since led weekly non-violence groups for court-ordered domestic violence offenders. I also conduct anger management groups in my current role counseling adolescents.

Education

BS Degree in Guidance and Counseling, North Texas State cum laude

AA Degree in Sociology, Tarrant County Junior College.

Certifications, Training

Certified Alcohol and Drug Counselor, Missouri

Certified Duluth Abuse Intervention Project vacillator

Therapeutic Community based counseling

Matrix based substance abuse counseling

No. 4861

Missouri Substance Abuse Professional Credentialing Board

NOV 04 2013

Hereby Certifies that

Mike E. Walker

Continues to meet the standards and qualifications of a
Certified Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Michael Wieberg

OBJECTIVE

Passionate young professional seeking to utilize prior vocational, volunteer and personal experiences to positively impact the lives of youth and further a career in the social work industry.

EDUCATION

BACHELOR OF ARTS, Truman State University -- Kirksville, MO.

Major: Philosophy and Religion Minor: Spanish

GPA: 3.65 Graduation Date: May 2008 (Cum Laude)

MASTERS OF SOCIAL WORK, University of Kansas -- Lawrence, KS.

Currently attending classes

WORK EXPERIENCE

PREFERRED FAMILY HEALTHCARE – ***Associate Counselor BA RASAC II*** February 2011-Present

- Facilitated group counseling on a variety of topics.
- Exhibited clinical competency in providing guidance to youths in individual counseling sessions.
- Formulated cohesive treatment plans by assessing individual strengths and needs of each client.
- Excelled in developing trusting relationships with youths promoting honesty and openness in treatment.
- Established an integrated curriculum to utilize when facilitating group counseling.

PREFERRED FAMILY HEALTHCARE - ***Community Support Specialist*** May 2010-February 2011

- Provided individual and group education on various life skills essential to recovery.
- Conducted research to link youths with resources in their home communities.
- Effectively communicated with parents and referral sources to ensure quality of care for youths.
- Demonstrated understanding of individuals' needs through coordination of services.
- Assisted consumers in preparing to transition out of treatment.

PREFERRED FAMILY HEALTHCARE - ***Rehabilitation Technician*** July 2008-May 2010

- Worked with troubled youths toward correcting a variety of behavioral and psychological disorders.

- Acquired insight into the psychological and environmental factors that contribute to the youths' troubles.
- Sharpened skills in efficient documentation.
- Thrived in leadership opportunities when given the responsibility of running groups.
- Voted four times by the youths at the facility as the most respectful staff member.

PUTNAM COUNTY AFTERSCHOOL PROGRAM - *Team Leader* August 2008-May 2010

- Taught students in Grades K-8, focusing on academics, life skills and character development.
- Worked with a largely at-risk population of students with a variety of learning and behavioral disorders, maintaining an effective classroom environment.
- Adapted to the individual learning styles and needs of a diverse population of children.
- Met and worked with parents in solving problems that arose.
- Responsible for planning and documentation of lesson plans and discipline issues.
- Attended five conferences with sessions focusing on training and strategies for mitigating difficult behavior and promoting character development.

SERVICE AND CULTURAL EXPERIENCES

- Campus Christian Fellowship small group leader at Truman State (2006-2011). Provided leadership for students wishing to study the Bible and discussed topics relevant to the members' personal growth.
- Costa Rica *Study Abroad* Program (2007). Studied the Spanish language as well as Latin American culture in a complete immersion experience and provided essential supplies to native village.
- Mission trip to Tijuana, Mexico (2005, 2006). Built house for impoverished family and worked with children in an orphanage.
- Volunteer counselor, Heartland Camp, North Kansas City, MO (2007, 2008). Guided youth and mentally handicapped individuals in weeklong camping experiences that stressed personal growth and teamwork.
- Spanish tutor, Hablantes Unidos (2007-08). Taught native Spanish speakers English.
- Mary Immaculate Parish youth group leader (2007-08). Educated youths on Catholic teachings and facilitated discussions focused on spiritual growth.

No. 6200

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Michael C. Wieberg

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 19th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Una Bennett (Name) Program Director (Title) Program Director (Proposed Role/Function)	Ms. Bennett joined PFH in 2000 and has been promoted several times before achieving her current position. As the Program Director, she supervises Clinical Supervisors, Community Support Specialist Supervisors, and Nurse Managers; completes and monitors annual budgets; and monitors programming for adolescent and adult residential and outpatient care. She has a BSW and is licensed as a CCDP and RSAP.
2. LaToya Brown (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Brown joined PFH in 2006 as a Rehabilitation Technician before being promoted to her current position. She assists consumers in utilizing and reconnecting to the natural supports available in their community; assists consumers in developing and completing treatment plans; and reports consumer progress of goals established to treatment team. She is pursuing a B.S. in Sociology.
3. Ashley Cass (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Cass joined PFH in 2011. She is responsible for arranging support services to meet client needs, while also providing life, social, vocational, and recreational skills education. She also provides treatment planning, and transition/discharge planning. She has a B.A. in Human Services and a M.Ed.
4. Gina Connor (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Connor came to PFH in 2010. As a Therapist, she counsels families and individuals, facilitates groups on stress management, emotional intelligence, and self-esteem, and performs treatment planning. She is a LPC and has a B.S. in Elementary Education and a M.S. in Agency Counseling.
5. Zachary Dwiggins (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Dwiggins joined PFH in 2008. He participates in screenings/assessments, processes therapeutic issues with adolescent clients in preparation for sobriety, and completes file/charting for compliance purposes. He has a B.S. in Science and is licensed as a CADC and a RASAC I.
6. Carmen Fast (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Fast joined PFH in 2011. She provides individual and group counseling to adults with alcohol/drug use, leads education classes in substance abuse and chemical dependency, provides co-occurring disorder education and counseling to clientele, and completes assessments. She has a B.A. and M.A. English, a M.A. in Counseling, and is licensed as a CCDP, CCJP, and SQP.

Personnel – 19th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
7. Darlene Gerlach (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Gerlach came to PFH in 2004. She provides outpatient individual and group counseling, assesses client needs, assists with the development and implementation individualized treatment plans, performs case management, and assists clients with aftercare planning and building a workable support system. She has a CRAADC and SQP designations, as well as a B.A. in Psychology and a M.Ed. in Guidance and Counseling.
8. Courtney Groce (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Groce joined PFH in 2013. She assists consumers with services including but not limited to the following areas: employment/education, housing, social connectedness, abstinence/harm reduction, decreased criminality/legal involvement, family involvement, decreased psychiatric hospitalizations, and improved physical health. She has a B.S. in Psychology, a M.Ed., and a LPC license.
9. Cynthia Hawk (Name) Comm. Support Specialist Supervisor (Title) Comm. Support Specialist Supervisor (Proposed Role/Function)	Ms. Hawk came to PFH in 2011. As a Community Support Specialist Supervisor, she provides supervision of the Community Support Specialist team; aids in completing weekly billing audits to ensure appropriate billing practices; and completes monthly/quarterly progress note reviews and active chart reviews for clients. She has a B.A. in Psychology, a M.S. in Human Services, and a M.Ed. in Guidance and Counseling Community/Agency. She also has a RASAC II license.
10. Mia Hayes (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Hayes came to PFH in 2009. She participates in screenings/assessments, develops treatment plans, participates in clinical staffing/team meetings, handles crisis situations, and facilitates group counseling, group education, family conferences, and individual sessions. She has an Associate's Degree and a RASAC II certification.
11. Gary Jackson (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Jackson joined PFH in 2009. He is responsible for working with adolescents; counseling consumers on relapse prevention, anger management and family issues; preparing treatment plans and individualized counseling sessions; and attending weekly staffing. He has a B.S. in Liberal Studies and a RASAC II license.
12. Keith Robert (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Jackson joined PFH in 2011 as a Counselor. He provides intake screenings and evaluation, performs file reviews, and provides individual counseling and community support. He has a B.A. in Psychology and a M.Ed. in Counseling. He also has a MARS and SQP designations.

Personnel – 19th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
13. Vinita Khanna (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Khanna came to PFH in 2005 with a B.A. and a M.A. in History, a M.A. in Counseling, and a M.Ed. in Counseling Psychology. Additionally, she is licensed as a LPC, RSAP, and SQP. She provides direct oversight of the day to day operations in residential and outpatient programming; supervises counselors, therapists and nurse manager/residential coordinator positions; and oversees the Medication Assisted Treatment (MAT) program.
14. Cynthia Lawshea (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Lawshea joined PFH in 2007 as a Rehabilitation Technician before being promoted to her current position. She facilitates group counseling, family conferences, provides treatment planning, and individual sessions. She has a B.S. in Sociology and a RASAC II license.
15. Kayli Lovell (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Lovell came to PHF recently in 2014. She develops, implements, updates, and revises as needed, treatment plans that identifies specific, measurable and individualized interventions; facilitates group educational groups and regularly communicating with guardians regarding consumer care; and sets goals and objectives for clients to work towards through treatment. She has a BSW.
16. Kelly Marshall (Name) Family Therapist (Title) Family Therapist (Proposed Role/Function)	Ms. Marshall joined PFH in 2006 as a Rehabilitation Technician and was promoted to her current position. She facilitates counseling groups, individual sessions and family therapy sessions, while also assisting consumers' families to work together as a team toward sobriety/recovery. She has a B.A. in Liberal Studies and a M.A. in Agency and Secondary Guidance Counseling. She also has a RASAC II.
17. Sonya Miller (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Miller came to PFH in 2012. She is responsible for facilitating individual and group counseling, administering consumer medications, and ensuring the safety and wellbeing of consumers. She has a degree in Radiation Therapy and Radiation Therapy Technology and is RASAC II licensed.
18. Drew Moffett (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Mr. Moffett came to PFH in 2007 and was promoted several times before achieving his current position. He has a CCJP designation and a B.S. in Criminal Justice. He works to establish effective working relationships with other agencies in the communities served; facilitates weekly clinical staffing, team and diagnostic disposition meetings; and develops evolving programmatic schedule to meet the needs of the client population.

Personnel – 19th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
19. Patricia Ngassi (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Ngassi came to PFH in 2013. She provides case management and behavioral interventions; conducts orientation, develops treatment goals transition and discharge plans; provides support in areas of developing adaptive community living skills; and assists clients to access and utilize a variety of community resources. She has a MSW and a M.A. in Philosophy.
20. Jeff Platz (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Platz joined PFH in 2011 with a MSW and a LMSW certification. He engages adolescent consumers in co-occurring residential and outpatient substance abuse related therapy; conducts intake and risk assessments; and facilitates group and family therapeutic sessions.
21. Brian Sanfilippo (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Sanfillippo came to PFH in 2011. He has a B.S. in Journalism and a RASAC II license. His responsibilities include facilitating group counseling, family conferences, provides treatment planning, and individual sessions.
22. Tiffany Shurland (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Shurland came to PFH in 2013. She creates individualized treatment plans for adolescents in residential and outpatient treatment; corresponds with referral sources, parents and Juvenile Deputy Juvenile Officers; assists client with developing life skills; and assists clients with aftercare planning. She has a B.A. in Psychology and a M.A. in Sociology/Criminal Justice.
23. Maria Stokes (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Stokes came to PFH in 2008. As a Therapist, she provides individual counseling for substance abuse, trauma or co-occurring issues; conducts assessments; coordinates with family members and outside service providers; and provides education and outreach. She has a B.A. in Psychology, a M.Ed. in Counseling, and is licensed as a LPC.
24. Dana Thrasher (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Thrasher came to PFH in 2011. She participates in screening/assessments; attends staffing/team meetings; completes required training; handled crisis situations, and facilitates group counseling, education and individual sessions and family conferences. She has a B.A. in Criminal Justice Administration and a RASAC II certification.

Personnel – 19th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
25. Michael Warner (Name) Comm. Support Specialist Supervisor (Title) Comm. Support Specialist Supervisor (Proposed Role/Function)	Mr. Warner joined PFH in 2013. He provides supervision of the Community Support Specialist team; aids in completing weekly billing audit to ensure appropriate billing practices; and completes monthly/quarterly progress note reviews and active chart reviews for clients. He has a B.S. in Criminal Justice.
26. Alfred Wilkerson (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Wilkerson came to PFH in 2012 as a Rehabilitation Technician and was promoted to his current position. He provides case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning. He also facilitates educational groups and regularly communicating with referral sources/guardians regarding consumer care. He has a B.A. in Communications and a B.A. in Psychology.
27. Donna Wood (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Wood joined PFH in 2013. She facilitates group counseling, family conferences, and individual session with individuals with mental illness and/or substance abuse issues; provides intake, screenings, and assessments; and assists consumers through the transition process and developing treatment plans. She has a NCC and PLPC licenses, as well as a B.A. in Human Services and Counseling, and a M.Ed. in Counseling and Human Development.
28. Kirby Woods (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Woods joined PFH in 2013. He facilitates educational groups and activities; develops, implements, updates, and revises as needed, a treatment plan that identifies specific, measurable and individualized interventions to reduce and manage symptoms; and provides information and education to consumers. He has a B.S. in Liberal Studies and a M.A. in Guidance and Counseling, Agency Counseling.

Una L Bennett

Objective: **Counseling, Social Work, Delinquency Prevention or Caseworker, Child Welfare**
My goal is to attain full time employment in the human service field. Preferably in the areas of substance abuse rehabilitation, protective services, or juvenile corrections.

Education:

BS Degree
Bachelor of Science - Social Work - Pittsburg State University, KS

Experience:

July 2010-Present **Program Director,** Preferred Family Healthcare, Jefferson City, MO

2004-2010 **Clinical Supervisor,** Preferred Family Healthcare, Jefferson City, MO
Monitor and maintain program standards, file reviews, oversee service delivery, integration of clinical and community support services, programmatic scheduling.

2002 – 2004 **Associate Counselor,** Preferred Family Healthcare, Jefferson City, MO
Developing outcomes and interventions based on the individual treatment plan. Providing individual counseling. Facilitating group counseling. Providing Crisis Intervention as needed. Attend weekly staff meetings to discuss and review the progress of residential and outpatient clients.

2000 - 2002 **Community Support Worker,** Preferred Family Healthcare, Jefferson City, MO
Arranging support services to meet the clients needs. Providing life, social, vocational, and recreational skills education .Maintaining required documentation of client services and progress.

1997 - 2000 **Juvenile Detention Officer II,** Southeast Kansas Regional Juvenile Detention Center., Girard, KS
Providing and maintaining safe and secure environment for incarcerated youth and staff. Maintain confidentiality. Provide informal counseling. Computer entry and retrieval of information.

Skills:

SUBSTANCE ABUSE COUNSELING, CO-OCCURRING TREATMENT, BEHAVIOR MODIFICATION WORK, CHILD WELFARE, CORRECTIONAL WORK, DELINQUENCY, MENTAL ILLNESS, SOCIAL SERVICE ORGANIZATIONS, SOCIAL WORK, SUPERVISOR, DISADVANTAGED, COMMUNITY ORGANIZATION WORK

References:

References furnished upon request.

JUN 0 3 2013

No. 3364

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Una L. Bennett

Continues to meet the standards and qualifications of a
Registered Substance Abuse Professional
as determined by the Board.

President

Expiration Date: 4/30/2015

No. 4945

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Una L. Bennett

Continues to meet the standards and qualifications of a
Certified Co-Occurring Disorders Professional
as determined by the Board.

President

Expiration Date: 4/30/2015

LATOYA BROWN

OBJECTIVE | To obtain a position that allows me to demonstrate the skills that I possess as well as acquire new skills that will assist me in performing the duties of my position.

SKILLS & ABILITIES |

- Time management
- Ability to multi-task
- Quick learner
- Dependable
- Team player

EXPERIENCE | **COMMUNITY SUPPORT SPECIALIST** PREFERRED FAMILY HEALTHCARE
AUGUST 2012-PRESENT

- Assist consumers in utilizing and reconnection to the natural supports available in their community.
- Assist consumers in developing and completing treatment plans
- Report consumer progress of goals established to treatment team

LEAD REHABILITATION TECHNICIAN PREFERRED FAMILY HEALTHCARE
FEBRUARY 2006-AUGUST 2012

- Oversee daily activities of consumers ensuring expectations and rules are adhered to communicating pertinent behaviors to treatment team.
- Adhere to all medication policies and work with trained Rehabilitation Technicians to insure all medication policies are followed.
- Screen and monitor detoxification clients to insure that safety and recovery needs are being met

CASHIER BP PETROLEUM
NOVEMBER 2004-NOVEMBER 2005

- Enters purchases into cash register to calculate total purchase price
- Assists in other areas of store, such as clean-up, shelf-stocking, or keeping merchandise displayed in an orderly manner
- Counts money, gives change and issues receipt for funds receive

EDUCATION | **COLUMBIA COLLEGE**, ONLINE JEFFERSON CITY MO
WORKING TOWARDS BACHELOR'S DEGREE IN SOCIOLOGY

- Will graduate in Oct. 2014

COMMUNICATION |

- Facilitate education groups daily
- Communicate with outside resources daily
- Communicate with consumers about long/short goals they would like to achieve

LEADERSHIP |

- Lead Rehabilitation Technician at Preferred Family Healthcare for 6 years

REFERENCES |

- **AVAILABLE UPON REQUEST**

Ashley A. Cass

Objective: **Counseling, Social Work, Delinquency Prevention or Caseworker, Child Welfare**
My goal is to attain full time employment in the human service field. Preferably in the areas of substance abuse rehabilitation, protective services, or juvenile corrections.

Education:

BA Degree
Bachelor of Arts – Human Services – Columbia College, Columbia, MO
Masters
Masters in Elementary Education- Columbia College, Columbia MO

Experience:

2011-Present **Community Support Specialist**, Preferred Family Healthcare, Jefferson City, MO
Arranging support services to meet the clients needs. Providing life, social, vocational, and recreational skills education .Maintaining required documentation of client services and progress.

Skills:

SUBSTANCE ABUSE COMMUNITY SUPPORT WORK, BEHAVIOR MODIFICATION WORK, CHILD WELFARE, CORRECTIONAL WORK, DELINQUENCY, MENTAL ILLNESS, SOCIAL SERVICE ORGANIZATIONS, SOCIAL WORK, DISADVANTAGED, COMMUNITY ORGANIZATION WORK

References:

References furnished upon request.

Gina Connor

Objective

I would like to be in a counseling position. I have enjoyed working with a variety of clients.

Experience

Therapist
February 2010- present, Preferred Family Healthcare, Jefferson City, MO
- Counsel families and individuals
- Facilitate groups on stress management, emotional intelligence, and self-esteem
- Treatment Planning

Family Therapist
January 2010- February 2011, Boys and Girls Town, Columbia, MO
- Counsel families and individuals
- Facilitate groups on stress management, emotional intelligence, and self-esteem
- Mentor practicum students

Teacher of Virtual Education
August 2007-December 2010, Missouri Virtual Instruction Program; Jefferson City and Columbia, MO
- Teach third grade via phone conversations and the internet
- Develop power point lessons to be taught virtually
- Arrange field trips for students to come together socially and educationally

Program Coordinator
August 2000-August 2007; Big Brothers Big Sister, Jefferson City, MO
- Interview children and volunteers
- Develop Match Plans
- Schedule and Plan Monthly Activities

Parent Educator
August 1992-August 2000, Parents As Teachers, Jefferson City,
- Schedule and plan home visits with families
- Develop age appropriate topics and facilitate group meetings

Education

University of Central Missouri, Warrensburg, MO
August 1988-May 1992
- BS in Elementary Education; Mathematics Minor
- Theta Alpha Phi - Theatre Honor Society; Kappa Delta Pi - International Education Honor Society; Supervisor's Excellence in Student Teaching Award - 1992; Dean's List 1990, 1991, 1992

Lincoln University, Jefferson City, MO
June 2003- May 2008
- MS in Agency Counseling
- PLPC- Will have LPC by January 2011

Interests

Theatre, Mentoring, Meditation

References

References are available on request.

JUN 03 2013

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2009004438

GINA L CONNOR

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Zachary Dwiggins

Objectives

I am interested in aiding adolescent client s with therapeutic issues pertaining to their substance abuse .

Education

12/12/08 | Bachelor of Science: Psychology

- Rasac I Certification
- Worked in several psychology lab situation that encompassed studies in behavior and cognitive process
- SMSTA: Student Missouri State Teacher's Association: Gained experience on new educational techniques in preparation for the possibility of working with adolescents.

Experience

July ,2008 - Present | Counselor
Preferred Family Healthcare | 1101 S. Jamison, Kirksville MO.

- Participate in screening/assessment process under the direction of licensed/certified therapist within appropriate time frames as designated by State Regulatory/CARF/agency standards.
- Complete any and all correspondence in a timely fashion.
- Processing therapeutic issues with adolescent clients in preparation for sobriety.
- Complete any file/charting deficiencies within appropriate time frame.

January 2006 - Present | Orderfiller/Hauler
Wal Mart Distribution center | Moberly MO.

Moving food freight for storage and distribution.

September 2004 – Jan 2006 | ICS associate
Wal Mart| Macon MO.

Storage, replenishing and organization of freight.

No. 4541

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Zachary C. Dwiggins

Continues to meet the standards and qualifications of a
Certified Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

CARMEN E. FAST

PROFILE: Energetic, dependable, hard-working self-starter
Ability to work independently and a team player
Capable of working with varied population
Effective communicator at all levels in both written and oral format

EMPLOYMENT

Counselor: Full time Preferred Family Healthcare Jefferson City, Mo. 2011-Present
Clinical Supervisor: Vinita Khanna, LPC; Bob Lopez, CADAC
Duties:

Provide individual and group counseling to men and women with alcohol/drug use.
Lead education classes in substance abuse and chemical dependency.
Provide co-occurring disorder education and counseling to cliental.
Complete ISAP, ASI, cage, and mental health assessments.
Refer to behavioral health technicians for assistance on community supports for cliental.
Provide reports to Probation and Parole under court order as required.
Monitor cliental on the Medication Assisted Program on caseload.

SATOP Counselor; Full Time E.S.C.A.P.E. Columbia, Mo. 2010--2011
Director: Jerry Eames, BSW, SQP

Duties:

Provide individual and group counseling to men and women with alcohol/drug use.
Lead education classes in chemical dependency and substance abuse per court order and Administrative suspension.
Provide programs in WIP OEP, CIP.
Administer DRI, OMU, ASI, and SROP evaluations.

Masters Therapist: Full Time Family Counseling Center Columbia, Mo. 2009-2010
Clinical Supervisor: Andrea Goyetta, LPC
Duties:

Provide individual and group counseling to women with addictions.
Facilitate groups for three process groups weekly.
Provided co-occurring counseling to cliental.
Lead education classes in Trauma and in Mental Health and Recovery.
Provide treatment planning and documentation and court reports to REI, DWI, & Drug Court.
Assess Clients for addictive behaviors and mental health illnesses.
Work in a Team effort.

Counselor II: Full Time Gateway Foundation, Vandalia, MO. 2006--2009

Clinical Supervisor: Sue Frankenbach MSW, LCSW* Rose Cox MA, CCJP, CCDP-D *
Jeanna Moschenrose PhD, CCJP, CCDP-D
DUTIES:

Provide individual counseling to dually diagnosed women in crisis, trauma, or addiction.
Case management for aftercare community services.
Facilitate counseling for two process groups weekly.
Lead lectures on drug issues, parenting, mental health, relationships, and family dynamics.
Supervise Staff as Staff on Duty.
Set up Wing schedules for the month.
Assess client behavior with the counseling team

Social Service Tracker: Department of Youth Services, Columbia, Mo. 2002—2006
Supervisor: Arthur Trass * Perdon Einsphar
DUTIES:

Provide job coaching and assistance with applications/ interviews.
Mentor juveniles on drug alcohol abuse and/or dependence.
Provide case management assistance regarding community services or resources.
Visit juveniles, ages 8 –18 and their families in their home at risk of criminal offending.
Provide counseling, tutoring, and GED assistance.
Provide oversight and secured/unsecured transports to aftercare services, community
Activities, medical appointments, and maximum to minimum security facilities.

Family Preservation Specialist/ Independent Contractor: Full Time 1999—2005
Finck & Associates, Counseling and consulting (all of Missouri) Jonathan Finck
Missouri Alliance of Families and Children* Christine Wood
DUTIES:

Provide parent aide services.
Wrap around services & counseling to parents in the home at risk of losing their children.
Assist Case management of assigned foster care and/or child abuse cases.
Provide individual tutoring assistance and mentoring.
Contact community services and churches for assistance with financial aid, housing,
Utilities, food, and medical needs.
Calibrate w/community for services with public schools, mental health and medical facilities.
Participate in a team effort with Juvenile Officers, court appointed attorneys, Mo drug courts,
DFS workers, CASA, parents and collaterals.

Social Service Worker II: Case Manager/Protective Service Full Time 1984—1998
State of Missouri Division of Aging * Lola Southall
DUTIES:

Provide State of Missouri protective oversight of adults and handicapped at risk.
Assist with providing referrals for housing, utilities, food, and medical needs.
Individual counseling of adults with abuse, medical, mental health, family, or addiction issues.
Provide testimony to courts on guardianships and conservatorships or elder abuse criminal charges.
Provide State protective oversight of adults at risk.
Case management and oversight of physically or sexually abused and neglected adults.

EDUCATION

B. A. California State College at San Bernardino
San Bernardino, California 92410 English/Education/Teaching

M. A University of Redlands
Redlands, California 92373 English

M. A. California State University at San Bernardino
San Bernardino, California 92410 Counseling, Pupil Personnel

OTHER University of California, Riverside
Riverside, California 92507 Adult Education, Counseling

TRAINING Workshops in mental health, addiction, case management, criminal justice, compulsive Gambling, abuse & exploitation, SATOP, and counseling.

CERTIFICATIONS RASAC II, CCJP, CCDP-D, SQP , MARS, CPR, First Aid
Life Secondary Teaching Credential; Pupil Personnel (California);
Secondary and Pupil Personnel (Alaska)

AWARDS Louise Pesquiera Scholarship (twice), Delta Gamma scholarship,
California Teachers Association Scholarship; Pell Grant (4 years)

Other experience: Part-time

Adjunct Professor /English , undergrad, California State College San Bernardino , Ca. 1969-1973
Upward Bound Consultant, undergrad, California State College San Bernardino, Ca. 1969-1970
Adjunct Professor /English/ Ed Consultant, University of California, Riverside,1975-1979
Adjunct Professor/English / Counseling, University of Alaska, Fairbanks 1979-1980
Adjunct professor/ Counseling /grad school, University of Alaska, Nenana , Alaska 1980-1982
Adjunct Professor and Rater/ grad school, Truman University, Kirksville, Mo 1983-1986

No. 4988

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

APR 09 2012

Carmen E. Fast

Continues to meet the standards and qualifications of a Certified Co-Occurring Disorders Professional - Diplomate as determined by the Board.

President

Expiration Date: **4/30/2014**

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No. 4027

APR 09 2012

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Carmen E. Fast

Continues to meet the standards and qualifications of a
Certified Criminal Justice Addictions Professional
as determined by the Board.

President

Expiration Date: 4/30/2014

04/09/2012 10:21 5/3632432 4 PAGE 03/04

No. 5677 APR 09 2012

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Carmen E. Fast

Continues to meet the standards and qualifications of a
SATOP Qualified Professional
as determined by the Board.

President

Expiration Date: 4/30/2014

Darlene R. Gerlach, M.Ed.

EDUCATION

Masters of Education, specializing in Guidance and Counseling - 1987
Lincoln University, Jefferson City, Missouri.

Bachelor of Arts, specializing in Psychology - 1985
Stephens College, Columbia, Missouri.

LICENSURE AND CERTIFACATES

CRADC, Certified Reciprocal Advanced Alcohol Drug Counselor #2933

Alcohol and Drug Education Program (ADEP), Certified by the Missouri Department of Mental Health – Division of Alcohol and Drug Abuse

Weekend Intervention Program (WIP), Certified by the Missouri Department of Mental Health – Division of Alcohol and Drug Abuse

Alcohol Related Traffic Offenders Program (SATOP), Certified by the Missouri Department of Mental Health – Division of Alcohol and Drug Abuse

PROFESSIONAL EXPERIENCE

Counselor, Preferred Family Healthcare, Jefferson City, Missouri
June, 2004 – Present

DUTIES: Outpatient Individual and Group counseling and education. Assess client needs. Assist clients with the development and implementation of their individualized treatment plans. Case Management. Assist clients with aftercare planning and building a workable support system. Perform SATOP assessments and Clinical Intervention Program. Coordinate with Parole/Probation Officers to facilitate coordinated treatment goals and objectives to best serve the client if the client is on parole/probation. Present client cases for clinical review. Chart progress notes and other necessary documents. Schedule client appointments. Serve on the Preferred Family Healthcare Cultural Diversity Team and Employee Moral Team.

Substance Abuse Counselor II, Fulton State Hospital, Alcohol and Drug Addiction Unit, Fulton, Missouri
August, 1993 – June, 2004

DUTIES: Responsible for psychological assessments, integrated summaries, initial and master treatment plans, master treatment plan reviews, weekly evaluation, case management and aftercare

planning, individual and family therapy sessions as well as facilitate two groups weekly. Action Mental Health Coordinator, in absence of Mental Health Coordinator. Served as the chairperson of the CQI Committee, which involved chart monitoring and review (open and discharged chart review) to determine that all aspects of treatment is documented and completed in a timely manner.

Outpatient Therapist, Miller County Psychological Services, Eldon, Missouri
March, 1992 – July, 1993

DUTIES: Outpatient therapist of CSTAR Alcohol/Substance Abuse Treatment Program. Provide individual and group sessions. Working with clients with Dual Diagnosis.

Outpatient Therapist, Comprehensive Human Services, Inc., Columbia, Missouri
October, 1990 – March, 1992

DUTIES: Outpatient therapist providing individual and group therapy for clients with varied diagnosis. Facilitating intensive structured outpatient groups. Development and implementation of individual goal oriented treatment plans. Developed and presented self-esteem groups. Grant writing.

Outpatient Therapist II, Phoenix House of Columbia, Inc., Columbia, Missouri
August, 1989 – October, 1990

DUTIES: Provided individual and group sessions for clients with sole diagnosis of Chemical Dependency. Provided supervision of other outpatient therapist. Quality assurance review on client records. Assisting with program evaluation.

Administrative Director/Outpatient Therapist, Family Counseling Center, Jefferson City, Missouri.
1988 – 1989

DUTIES: Management position responsible for assignment of caseload and supervision of three counselors, an intake worker and the office manager, in addition to carrying a client caseload.

Outpatient/Residential Therapist, Cedar Ridge Residential Treatment Center, Macks Creek, Missouri
1987 – 1987

DUTIES: Outpatient counseling with clients and their families. Transferred to Residential treatment, continued to see outpatient clients. Working with chemically dependent clients who were generally resistant to treatment.

No. 2933

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Darlene R. Gerlach

Continues to meet the standards and qualifications of a Certified Reciprocal Advanced Alcohol Drug Counselor as determined by the Board.

President

Expiration Date: 10/31/2015

DEC 05 2013

No. 5234

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Darlene R. Gerlach

Continues to meet the standards and qualifications of a
SATOP Qualified Professional
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

COURTNEY M. GROCE

Work Experience

Community Support Specialist Preferred Family Healthcare, Jefferson City, MO

2013-Present

- Provide services that result in positive outcomes including but not limited to the following areas: employment/education, housing, social connectedness, abstinence/harm reduction, decreased criminality/legal involvement, family involvement, decreased psychiatric hospitalizations, and improved physical health.
- Document services that clearly describe the need for the service, the intervention provided the relationship to the treatment plan, the provider of the service. The date, actual time and setting of the service, and the individual's response to the service.
- Develop and supporting wellness and recovery goals in collaboration with the individual, family and/or medical professionals, including healthy lifestyle changes such as healthy eating, physical activity and tobacco prevention and cessation; and coordination and monitoring of physical health and chronic disease management.

Psychosocial Rehabilitation Worker, Arthur Center Fulton Options, Fulton, MO

2012-2013

- Work with clients coping with personal, social, and vocational difficulties.
- Coordinate activities for mental health rehabilitation care and treatment facilities.
- Assess client needs and design and implement rehabilitation plans that may include education and training.
- Prepare and maintain records and case files, by keeping computerized documentation of services provided.
- Conduct educational groups on life recovery topics.

Rehabilitation Technician, Preferred Family Healthcare, Jefferson City, MO

2011-2012

- Work with clients coping with personal, social, and vocational difficulties.
- Coordinate activities for residents of care and treatment facilities.
- Assess client needs and design and implement rehabilitation plans that may include education, training, and job placement.

- Prepare and maintain records and case files, including documentation of clients' personal information, services provided, and client contacts.
- Monitor and administer medications.
- Confer with physicians, psychologists, occupational therapists, and other professionals to develop and implement client rehabilitation programs.

Education

Lincoln University, Jefferson City, MO

Aug. 2013- Present

M.Ed., LPC

- Degree still in progress

Lincoln University, Jefferson City, MO

2007 - Dec. 2012

B.S. Psychology, Minor History GPA 2.6

Internships:

- Preferred Family Healthcare – Jefferson City, MO
- Participated in the Missouri Academy of Science
- Participated in the Lincoln University Research Symposium

Certifications and Trainings

- CPR, 2013
- First Aide, 2013
- CPI, 2013
- Medication Training, 2013
- Class E Chauffeur License, 2012
- Tobacco Treatment Specialist 2013
- Freedom From Smoking Facilitator Certification, 2013

Cynthia Hawk

Profile

A professional woman with a unique combination of customer service, business, and database experience.

Experience

2011-Pr **Preferred Family Health Care-Adoles.** Jefferson City, MO
Community Support Specialist Supervisor/Associate Counselor/Therapist in Training

Substance Abuse	Coping Skills	Positive Recreation
Treatment Planning	Time Management Prep	Life Skills Orienting
STD Prevention	Mental Illness	Health and Wellness
Public Assistance	Budget Prep/Review	Community Res Locator
Customer Service	Independent Living Skills	Scheduler
Physical Exercise	Crisis Responder	Activities of Daily Living
BAC/UA Testing	Counseling	Therapy
Job Training	Chart Review	Case Management

2010-2011 **Pathways Community Behavioral Inc.** Jefferson City, MO
Community Support Specialist- (Community Psychiatric Rehabilitation)

Mental Illness	Job Placement	Scheduler
Treatment Planning	Community Res Locator	Coping Skills
Life Skills Orienting	Housing Placement	Budget Prep
Independent Living Skills	Doctor/Client Liaison	Substance Abuse
STD Prevention	Activities of Daily Living	Healthy Eating
Time Management Prep	Critical Intervention Planning	Physical Exercise

2001-2010 **Lincoln University** Jefferson City, MO
Transcript Processor

Credit evaluations	Transcript Entry/Processing	Graduation Preparation
Customer Service	Student Counseling/Admissions	Supervisor
Database Experience	Office Proposals	

Create letters for students w/financial restrictions

2000-2001 **Manpower** Jefferson City, MO
Executive Assistant

Wall Street Insurance
American Water Company
Lincoln University/Accounts Payable

1997-2000 **Villa Marie Nursing Home** Jefferson City, MO
Certified Nursing Assistant

Patient Care Tech
Document Patient Information
Attend License Practical Nursing School

Education

1998-1999 **Nichols Career Center** Jefferson City, MO

Graduated Practical Nurse

2002-2007 **Columbia College** Jefferson City, MO

Associate in Liberal Studies 5/05
Associated in Science in Criminal Justice 07/07
Bachelor of Arts in Psychology/ Minor in Sociology 12/07

2008-2009 **Capella University** Minneapolis, MN

Program
Masters in Human Services (Marriage, Family, & Couple Therapy)

2009-2012 **Lincoln University** Jefferson City, MO

Program
Masters of Education (Guidance & Counseling Community/Agency) 12/12

Awards

Spring 2007 **Columbia College** Jefferson City, MO
Deans List

November 2011 **NCCBH** Fulton, MO
Mental Health First Aid USA

September 2013 **Department of Mental Health** Jefferson City, MO
Certified Wellness Coach

Licensure

Missouri Substance Abuse Professional Credential Board
Recognized Associate Substance Abuse Counselor II

Commercial License
Class E

Organizations

Black Caucus of America (2009-2010)

American Association of Collegiate Registrars and Admissions Officers

AACRAO (2009 Presenter)

City Wide Representative of **Jefferson City Public School District (JCPS)**
PTO (Parents as Teachers Council-2010-2011, Elected 2011-2012)

JCPS Vanguard Class Representative (2010-2011, 2011-2012)

Department of Mental Health Housing Committee for Missouri
Region IV 2013- 2014

Parent Teacher Organization President 2013-2014
Thorpe Gordon Elementary School

Reference

Jamie Frank, Substance Abuse Caseworker, PSR
Pathways Community Behavioral Center
(573) 619-9379

Elizabeth Morrow-Cotton
Registrar
Lincoln University
(573) 681-5026

Tanisha Warmack
Certified Nursing Assistance Supervisor
Villa Marie
(573) 690-6194

No. 6153

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

NOV 21 2013

Cynthia L. Hawk

Continues to meet the standards and qualifications of a Recognized Associate Substance Abuse Counselor II as determined by the Board.

President

Expiration Date: 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

MHAYES

OBJECTIVE

To advance and gain more experience in the mental health/behavioral field.

EXPERIENCE

11/5/2009 TO 3/6/2014 Preferred Family Healthcare *Jefferson City MO*

ASSOCIATE COUNSELOR

- Participate in screening/assessment process under the direction of licensed/certified therapist within appropriate time frames as designated by State Regulatory/CARF/agency standards.
- Develop treatment plans for clients in accordance with State Regulatory/CARF guidelines that demonstrate evolution and individualization based on information gathered from assessments under the supervision of licensed/certified therapist.
- Participates in clinical staffing/team meetings, providing feedback on all pertinent cases.
- Handle crisis situations as they occur, notifying supervisor when policy's dictate.
- Facilitate group counseling, group education, family conferences, and individual sessions.

11/1/2007 TO 11/3/2010 New Horizons *Jefferson City MO*

ASSISTANT

- Assist Clients with daily living
- Take vitals
- Administer medications

6/12/2006 TO 11/1/2007 Fulton State Hospital *Fulton MO*

FRS1

- Safety and Security
- To monitor behavior and chart changes

1/17/2005 TO 5/25/2006 Wal Mart *Jefferson City*

[JOB TITLE]

- Cashier
- Customer Service

EDUCATION

2002-2004 Metro Business College *Jefferson City MO*

ASSOCIATE DEGREE

- [Special award/accomplishment or degree minor]

REFERENCES

References are available on request.

No. 6143

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

NOV 01 2013

Mia L. Hayes

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Gary K Jackson

♦♦♦

WORK HISTORY

PREFERRED FAMILY HEALTHCARE
ASSOCIATE COUNSELOR 2009-PRESENT
Work with adolescents with drug history. Counsel consumers on relapse prevention, anger management and family issues. Prepare treatment plans and individualized counseling sessions to assist consumer in a life toward sobriety. Attend weekly staffing to discuss progress or regression of consumers. Complete discharged summaries once consumers completed treatment successfully or unsuccessfully.

MANPOWER/SPHERION
(UNILEVER) PACKING SPECIALIST 2007-2009 JEFFERSON CITY, MO
Supplying assembly line with products before final shipment assuring final products is ready for shipment.

LINCOLN UNIVERSITY
MAILROOM SUPERVISOR 2005-2007
Processed incoming and outgoing mail, Maintained and serviced all mailroom equipment. Implemented ideas and programs that would make mailroom more cost efficient. Hired and trained work study students.

PERMACEL
FINISH ASSEMBLER 2000- 2004
Operate various machines & equipment for rubber car parts. Inspect parts for rubber quality assurance and specification. Assemble parts for packaging, package and label for final shipping. Light computer entry.

SPECIAL SCHOOL DISTRICT
TEACHER ASSISTANT 1992-2001
assisted teacher with learning and behavioral disabled children. In charge of keeping control of class and students focused on lessons. Tutored children with learning disorders on a one-on-one basis. Evaluated students on behavior and learning modification. Sub as teacher on a regular basis. Create lesson plans for severely handicapped children, and evaluated their (progression or regression). Assisted with IEP'S (Individual Educational Programs).

EDUCATION

RASAC II CERTIFIED

LINCOLN UNIVERSITY/JEFFERSON CITY MISSOURI **2005- 2008**

B.S. LIBERAL STUDIES
- **PHYISCAL EDUCATION / CRIMINAL JUSTICE**

LINCOLN UNIVERSITY /JEFFERSON CITY MISSOURI **1981-1984**
MAJOR: **BUSINESS ADMINISTRATION**

BERKLEY HIGH SCHOOL/ ST. LOUIS MISSOURI 1977-**1981**

INTERESTS & ACTIVITIES

- SPORTS, COOKING, FAMILY, COACHING HIGH SCHOOL & MINOR LEAGUE FOOTBALL

No. 6148

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Gary K. Jackson

Continues to meet the standards and qualifications of a Recognized Associate Substance Abuse Counselor II as determined by the Board.

President

Expiration Date: **10/31/2014**

RECEIVED

BY: .....

ROBERT KEITH

OBJECTIVE

Seeking a position as a counselor or clinical supervisor, and continue with my career development. I would like to provide opportunities to help individuals live a productive life, through making the right choices. To expand my abilities as a counselor or supervisor, learn new techniques, and continue to develop skills as a counselor or clinical supervisor.

FUNCTIONAL SUMMARY

Developed and implemented an educational program for an inpatient and outpatient treatment facility. Developed and instituted a treatment program for two alternative sentencing courts. Supervised and monitored treatment programs for a nonprofit organization involving three phases of treatment. Supervised and trained counselors and monitored their clinical progress. Served as Clinical Director with a client consensus of 120, supervising and coordinating services with Missouri State Probation and Parole and with the 13th Judicial Court Alternative Sentencing Courts

QUALIFICATIONS

November 2012 SQP SATOP Qualified Professional
October 2011 CRADC
September 2002 CSAC II
September 1998 RASAC II
January 1998 Detox and Residential Aide

EMPLOYMENT

August 2011 to Present
Preferred Family Healthcare
Counselor, CIMOR assessments, P & P assessments

October 2006 to March 2011
Reality House Columbia, MO
Counselor, Clinical Manager. Clinical Director

- Developed an educational program, Management, integrated and implementation of a individualized treatment plan for all assigned clients. Timely and quality production of all supportive documentation. Planning and assisting with implementation for continued care. Facilitated and monitored

group activities, and ensured effective communication with all external parties that included job training, and assisting in housing. Maintained a team atmosphere with both Federal and State Probation offices.

June 2005 to February 2006
DRD, Columbia, MO
Counselor
Monitored and maintained a full case load of medication assisted substance abuse treatment clients. MAT Program

July 2004 to June 2005
Pathways Behavioral Health, Sedalia, MO
C-Star Counselor

- Management, integrated and implementation of an individualized treatment plan for all assigned clients. Timely and quality production of all supportive documentation. Planning and assisting with implementation for continued care. Facilitated and monitored group activities, and ensured effective communication with all external parties. Maintained a team atmosphere with both Federal and State Probation offices.

October 2000 to June 2004
Valley Hope, Boonville, MO
Counselor
Management, integrated and implementation of an individualized treatment plan for all assigned clients. Timely, and quality production of all supportive documentation. Planning and assisting with implementation for continued care. Facilitated and monitored group activities, and ensured effective communication with all external parties. Lectured on educational material regarding substance abuse issues.

EDUCATION

1998 to 2002 Columbia College, Columbia, MO
BA, Psychology
Alpha Chi Academic Honor Society

2008 to 2010 Stephens College, Columbia, MO
M Ed, Counseling
Pinnacle Academic Honor Society

REFERENCES

Will furnish letters upon request

No. 7570

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Robert M. Keith

has completed the required training and is hereby conferred the title of

Medication Assisted Recovery Specialist

Awarded on Awarded on July 19, 2013

President

Alicia Ozenbergu MACSAPP

Secretary

NOV 0 8 2013

JAN 22 2013

No. 7022

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Robert M. Keith

has met the standards and qualifications
of a SATOP Qualified Professional
as determined by the Board.

President

Expiration Date 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 7022

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Robert M. Keith

has met all the standards and qualifications
required of a substance abuse counselor as
determined by the Credentialing Board and is
hereby conferred the title of
SATOP Qualified Professional
Awarded 10/10/2012

Cliff Johnson
President
Alicia Ozenberger
Secretary

RESUME

NAME & MAILING ADDRESS

NAME: VINITA KHANNA

NAME, LOCATION & DATES OF ATTENDANCE FOR COLLEGES

8/2001-12/2004. University of Missouri, Columbia, MO
M.Ed., Counseling Psychology (GPA 3.91/4.0)

8/1998–5/2000. South Dakota State University (SDSU), Brookings, SD
M.A., Counseling (continued at University of Missouri, Columbia)

1984 – 1986. Kanpur University, Kanpur, India
Master of Arts (MA), History Major

1981 – 1984. Kanpur University, Kanpur, India
Bachelor of Arts (BA), History Major (Education minor)

LIST OF TRAINING, LICENSE, OR CERTIFICATION

CERTIFICATION

- Certified Rehabilitation Counselor, Certificate #:00078929, expires 09/2014 Issued By: Commission On Rehabilitation Counselor Certification
- Registered Substance Abuse Professional (RSAP), Certificate # 4128, expires 04/30/2014, Issued by: Missouri Substance Abuse Professional Credentialing Board
- Qualified SATOP professional.

LICENSE

- Licensed Professional Counselor (LPC) in the state of Missouri, # 2008019003, expires June 30, 2015.

TRAINING

- Attended workshop on Human Trafficking Rescue, August 27, 2013.
- Completed Training on DSM 5: Understanding and Diagnosis of Mental Health Disorders, July 2013.
- Completed 21 hour training on "Clinical Supervision: Building Chemical Dependency Counselor Skills Training". Conducted by MSAPCB.
- "A New Day in the Treatment of Borderline Personality Disorder", by Missouri Institute of Mental Health
- "Post Traumatic Stress Disorder: An Overview", by Missouri Institute of Mental Health
- "Co-occurring Disorders" by Essential Learning, 3 hours.
- "Law, Ethics and Confidentiality" by Essential Learning, 6 hours.
- "Supporting our Soldiers: Mental Health and the Military", by Mid-Missouri Area Health Education Center, Jefferson City, Missouri, 7.5 hours.
- "Treatment Planning and Documentation" by Missouri Substance Abuse Counselor Certification Board.
- "Nonviolent Crisis Intervention" by Crisis Prevention Institute, Inc.
- "Adult CPR" and "Adult First Aid" by American Safety & Health Institute.
- "ATR Voucher Management Training" and "Access to Recovery & PR+ Training", Dept. of Mental Health, Missouri.
- Completed a 15 hours "Multicultural Training Program" provided by Missouri Foundation for Health.
- Completed a 6 hrs training on "Rethinking Substance Abuse Treatment: What Works and Why", provided by Missouri Department of Mental Health.
- Completed 7 hrs training on "Prolonged Exposure Therapy for Post-Traumatic Stress Disorder (PTSD)", provided by Cross Country Education, Brentwood, Tennessee.
- Conducted a short course on "Medication Assisted Treatment and Counseling" to staff at Hopewell Center, St. Louis.
- Completed two day training on "Seeking Safety: EBP for Trauma and Substance Abuse", approved by MSAPCB.

CONFERENCES ATTENDED

- Attended the MACA 2012 Spring Conference, approved by MSAPCB.
- Presented a paper at the conference "Strengthening Families Enhancing Lives" organized by MO Department of Mental Health, Osage Beach, Missouri, May 16-18, 2007.
- Attended conference on "Working Together to be Meth-Free: Advocacy and Methamphetamine Addiction", March 20-22, 2006. Nashville, Tennessee.

WORK EXPERIENCE

I have worked continuously at Preferred Family Healthcare (PFH) in Jefferson City, Missouri, since January 2005 to present. I started as a Therapist and I am currently a Clinical Supervisor. My experience in the positions held at PFH is listed below.

(1) 1. Name & Address of Employer:
Preferred Family Healthcare - Adult
210 Hoover Rd., Jefferson City, Missouri 65109.
2. Job Title: Clinical Supervisor
3. Duration: August 2012 – present
4. Hours per week: 36 hrs
5. Description of Job Duties:

- Direct oversight of all the day to day operations in the Residential Program and Outpatient Program.
- Plan, organize, implement, coordinate, and evaluate program services.
- Supervise all counselors, therapists and nurse manager/residential coordinator positions in the facility.
- Supervise Provisional Licensed Professional Counselors.
- Supervise graduate student interns from universities in Missouri.
- Oversee Medication Assisted Treatment (MAT) program and review biweekly with facility physician and nursing staff.
- Monitor program development, quality assurance and improvement, and fiscal oversight responsibilities.
- Responsible for hiring, training and supervising a wide variety of employees.
- Communicate regularly with Missouri state agencies, for example department of corrections, vocational rehab services, and local area hospitals.
- Conduct comp-assessment for residential and outpatient consumers.
- Committee work:
    - Lead member of team for 'Putting Kids First' initiative in Boone County
    - Team leader to improve treatment access for clients
    - Member of team to improve customer services
    - Team leader to develop training program for diagnostic evaluation

(2) 1. Name & Address of Employer:
Preferred Family Healthcare - Adult
210 Hoover Rd., Jefferson City, Missouri 65109.
2. Job Title: Community Support Specialist (CSS) Supervisor and Lead Therapist
3. Duration: January 16, 2011 – July 2012
4. Hours per week: 36 hrs
5. Description of Job Duties:
- Supervise Community Support Specialists (CSS) staff.
- Supervise co-occurring program
- Supervise proceedings for DWI court consumers in Cole County
- Supervise counseling and social work masters student interns
- Conduct comp-assessment for residential and outpatient consumers.
- Provide referrals to therapists for co-occurring and trauma counseling.
- Conduct billing audits to ensure accuracy of billing and provision of comprehensive services to consumers.
- Educate consumers on 'medication assisted treatment (MAT)'.
- Communicate regularly with Missouri state agencies, for example department of corrections, vocational rehab services, and local area hospitals.
- Provide individual trauma counseling and trauma group on a special basis.
- Responsible for selective chart reviews for QI purposes.
- Lead member from Preferred Family Healthcare on the steering committee for the "Putting Kids First" initiative in Boone County.

(3) 1. Name & Address of Employer:
Preferred Family Healthcare - Adult
210 Hoover Rd., Jefferson City, Missouri 65109.
2. Job Title: Clinical Supervisor/Lead Therapist
3. Duration: March 2010 – January 15, 2011
4. Hours per week: 36 hrs
5. Description of Job Duties:

- Direct oversight of all the day to day operations in the Residential program and Outpatient program.
- Plan, organize, implement, coordinate, and evaluate program services.
- Supervise all counselors and therapists and residential coordinator positions in the facility.
- Monitor program development, quality assurance and improvement, and fiscal oversight responsibilities.
- Responsible for hiring, training and supervising a wide variety of employees.
- Communicate regularly with Missouri state agencies, for example department of corrections, vocational rehab services, and local area hospitals.
- Conduct comp-assessment for residential and outpatient consumers.

(4) 1. Name & Address of Employer:
Preferred Family Healthcare - Adult
210 Hoover Rd., Jefferson City, Missouri 65109.
2. Job Title: Lead Therapist
3. Duration: October 2009 – February 2010
4. Hours per week: 36 hrs
5. Description of Job Duties:
- Supervise Community Support Specialists (CSS) staff.
- Provide treatment to CIP consumers.
- Interact regularly with Clinical Supervisor (CS) and Program Director to develop and evaluate facility policies and services.
- Provide treatment and rehab services to consumers (inpatients and outpatients) with drug and alcohol disability.
- Provide services to consumers with dual-diagnosis.
- Develop trauma assessments; conduct individual, family, and vocational counseling.
- Conduct comp-assessment for residential and outpatient consumers.
- Communicate regularly with Missouri state agencies, for example department of corrections, vocational rehab services, and local area hospitals.
- Provide individual trauma counseling and trauma group.
- Responsible for treatment planning and formulation of goals and objectives
- Crisis intervention and participation in multidisciplinary team meetings.
- Conduct group on 'medication assisted treatment'.
- Developed a procedure to facilitate clinical reviews by staff.

(5) 1. Name & Address of Employer:
Preferred Family Healthcare - Adolescent
101 Adams St., Jefferson City, Missouri 65109.
2. Job Title: Therapist
3. Duration: May 1, 2009 – September 2009
4. Hours per week: 36 hrs
5. Description of Job Duties:
- Provide treatment and rehab services to consumers (inpatients and outpatients) with drug and alcohol disability.
- Conduct comp-assessment and individual co-occurring disorder counseling.
- Started co-occurring group counseling for adolescents.
- Develop psychosocial assessments; conduct individual and family counseling.
- Provide trauma assessment, individual counseling and conduct trauma group.
- Responsible for treatment planning and formulation of goals and objectives.
- Crisis intervention, and participation in multidisciplinary team meetings.

(6) 1. Name & Address of Employer:
Preferred Family Healthcare - Adult
210 Hoover Rd., Jefferson City, Missouri 65109.
2. Job Title: Therapist
3. Duration: January 2005 – April 2009
4. Hours per week: 36 hrs
5. Description of Job Duties:
- Provide treatment and rehab services to consumers (inpatients and outpatients) with drug and alcohol disability.
- Provide services to consumers with dual-diagnosis.
- Develop psychosocial assessments; conduct individual, family, and vocational counseling.
- Conduct vocational support group once a week with emphasis on job seeking and interviewing skills.
- Communicate regularly with Missouri state agencies, for example department of corrections, vocational rehab services, and local area hospitals.
- Contact local area employers to locate suitable jobs for clients.
- Provide individual trauma counseling and trauma group.
- Facilitate anger management, relapse prevention, and process groups.
- Responsible for treatment planning and formulation of goals and objectives
- Crisis intervention and participation in multidisciplinary team meetings.
- Conduct group on 'medication assisted treatment' for alcohol dependence.
- Developed a procedure to facilitate clinical reviews by staff.
- Member of Preferred Family Healthcare team for accreditation by Commission on Accreditation of Rehabilitation Facilities (CARF).
- Member of the team responsible for the grant on '*medication assisted treatment*' funded by Robert Wood Johnson Foundation. My duties in this grant include screening patients to determine eligibility for receiving medication assisted treatment, educating the group about medication assisted treatment, and collect data on their response to the medication and improvement towards achieving sobriety.

(7) 1. Name & Address of Employer:
Harry S. Truman VA Hospital,
Behavioral Health
800 Hospital Dr, Columbia, Missouri 65201
2. Job Title: Intern
3. Duration: June 2004 – September 2004, (630 Hours)
4. Hours per week: 40 hrs
5. Description of Job Duties:
Completion of psycho-social assessments; assessment of severity index (ASI); participation in multidisciplinary team meetings; conducted group counseling; facilitated anger management, relapse prevention, and community groups; worked with dual-diagnosis patients; completion of individual treatment plans and formulation of goals and objectives; completion of documentation in accordance

with VA & JCAHO standards; crisis intervention; conducted after care groups; assisted clients in the CWT work program with employment related concerns, community referrals and discharge planning; provided coverage for groups with inpatient psychiatric unit.

(8) 1. Name & Address of Employer:
Job Point (formerly Advent Enterprises)
1500 Vandiver Dr, Columbia, Missouri 65202
2. Job Title: Student Intern
3. Duration: September 2003 – December 2003
4. Hours per week: 20 hrs
5. Description of Job Duties:
Completion of assessment and intake; community referrals; screening of clients for program eligibility; conduct vocational rehab assessment of individuals with mental illness and develop career plans based on their strength and weakness.

REFERENCES

Available on request

Hereby Certifies that

Vinita Khanna

Continues to meet the standards and qualifications of a
Registered Substance Abuse Professional
as determined by the Board.

President

Expiration Date: 4/30/2014

RECEIVED JUN 13 2012

JUN 20 201

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2008019003
VINITA KHANNA

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2008019003

VINITA KHANNA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

RECEIVED JUN 13 2012

RECEIVED JUN 13 2012

No. 5679

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Vinita Khanna

Continues to meet the standards and qualifications of a
SATOP Qualified Professional
as determined by the Board.

President

Expiration Date: 4/30/2014

Cynthia J. Lawshea

Employment Objective

I'm seeking a position as a substance abuse counselor.

Summary of Qualifications

Four years successful experience working with substance abuse consumers.

I have excellent communication skills; sincere commitment to providing quality social service.

Work History

Preferred Family Healthcare Jefferson City, Missouri May 2009-Present

Associate Counselor

Assist consumers with improving and making positive changes in their lives.

- Facilitate group counseling
- Family conferences
- Treatment planning
- Individual sessions

Preferred Family Healthcare Jefferson City, Missouri April 2007-May 2009

Rehabilitation Technician

Monitor consumers and assist them with their daily activities.

- Provide educational group activities
- Provide information on substance abuse and addiction
- Assist them with medication compliance
- Chart daily behavior and overall progress

Candlewood Suites Hotel Jefferson City, Missouri August 2006-May 2009

Guest Service Representative

Make reservations and provide guest with directions to the hotel, check guest in and out of the hotel taking in proper payment.

- Assist guest with hotel amenities and provide room accommodations
- Post room charges and take in payments
- Take reservations through incoming calls or email

- Handle guest problems with patience and sensitivity

Lion Petroleum Jefferson City, Missouri January 2005-2006

Retail Manager

Supervised and delegated duties and provided a safe clean work environment.

- Interviewed/hired new employees
- Made schedules, posted payroll, made bank deposits
- Reconciled counts against inventory

Lion Petroleum Jefferson City, Missouri June 2000-2005

Sales Clerk

Operated computerized cash register and assisted customers with item selection.

- Accurately balanced cash register daily. Never was short
- Ordered new merchandise and stocked shelves
- Trained new employees
- Was promoted to manager

Education

B.S. Sociology Lincoln University Jefferson City, Missouri 2000-2004

Achievements/Awards

Graduated with honors, deans list.

References

Available upon request

OCT 31 2012

No. 4835

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Cynthia J. Lawshea

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: **10/31/2014**

KAYLI LANET LOVELL

EDUCATION

Bachelors of Social Work **December 2013**
University of Missouri
GPA: 3.27/4.0

CERTIFICATION

- Alcohol and Drug Education for Prevention and Treatment **Spring 2013**
- Collaborative Institutional Training Initiative **Fall 2013**

INVOLVEMENT

Preferred Family Healthcare **February 2014-present**
Community Support Specialist-Jefferson City, Missouri

- Develop, implement, update, and revise as needed, a treatment plan that identifies specific, measurable and individualized interventions to reduce and manage symptoms, improve functioning and develop stability and independence
- Facilitating group educational groups and regularly communicating with guardians regarding consumer care
- Set goals and objectives for clients to work towards through treatment

Kohls Cares-Associates in Action **January 2011-February 2014**
Kohls

- Participated in numerous service projects and fundraising activities
- Strengthened communication skills through working with others
- Inspired coworkers to participate and to get involved through motivation

Crisis Center Counselor **September 2012- December2012**
Central Missouri Community Actions – Columbia, Missouri

- Assisted with hotline calls with a positive and genuine attitude
- Provided safe and trusting environment which enhanced client's faith in my training
- Collaborated with coworkers to encourage client's faith in the program

Little Sisters of the Pearls and Rubies **September 2010- May 2012**
University of Missouri-Columbia

- Participated in volunteer activities that included service projects and fundraisers
- Inspired and encouraged fellow sisters to be involved in service activities
- Learned leadership and communication skills

WORK EXPERIENCE

Point of Sales Supervisor **September 2010 – Present**
Kohls – Columbia, Missouri

- Managed and advocated for point of sales associates
- Learned effective ways to give great customer service through positive communication and meeting needs
- Learned skills about promptness and time management

Social Work Intern **August 2013-December 2013**
Family Health Center –Columbia, Missouri

- Assisted with patient's primary health concerns and behavioral health
- Assisted with phone calls and organized company files
- Obtained organizing skills and interpersonal skills

Shift Leader **April 2006-August 2010**
Ice Cream Shoppe—Kahoka, Missouri

- Promptly assisted needs of customers with a positive attitude and composure
- Listened and empathized with unsatisfied customers
- Used leadership by managing coworkers

HONORS AND AWARDS

- University Dean's List **Spring 2009, Fall 2010, Fall 2012**
- Kohls Superstar of the Month **December 2011 and June 2012**

KELLY MARHALL

EDUCATION

Lincoln University, Jefferson City MO

May 2008 M.A Agency and Secondary Guidance Counseling

Lincoln University, Jefferson City MO

May 2005 B.A Liberal Studies (Education/Physical education)

EXPERIENCE

Family Therapist | Preferred Family Healthcare

Family therapist June 200 – present

Facilitate Counseling groups, individual sessions and family therapy sessions. Assist family with gaining tools that they need to use to work together as a team to assist son/daughter with sobriety/recovery plan.

Preferred Family healthcare
Rehabilitation technician 2006-2008

Thomas Jefferson Middle School
Mentor/Tutor 2004-2006
*facilitate middle school group with family/peer relationships, academics and conflict resolution.

Family Life Center, Jefferson City MO
Assistant program Director 2005-2006
*Assist with children's academic development.
*Assist with children's cultural enrichment.
*Assist with recreational bonding.
*Assist with personal development and family bonding.

No. 4595

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Kelly N. Marshall

Continues to meet the standards and qualifications of a Recognized Associate Substance Abuse Counselor II as determined by the Board.

President

Expiration Date: **10/31/2014**

APR 01 2013

Sonya S. Miller RT(R)(T)

SKILLS HIGHLIGHTS: Radiation Therapist, Radiologic Technologist, Management, Consultant, PET/CT, CT, Customer Service, Communication, Clinical, Staffing, Policy and Procedures, Audit Charts, Billing, Trainer, Supervise, QA, Six Sigma, MS Office (Word, Excel, Powerpoint), Marketing, Business Development, Back Office, Blood draw, Injections, Medication dispensing, Physical exams, Assessments,Treatment, Personal Assistant, Associate Counselor (RASAC 1), Behavioral Health Technician.

EXPERIENCE

12/12-Now **Preferred Family Healthcare** – Jefferson City MO
Associate Counselor (RASAC1)/ Behavioral Health Tech at Adolescent Drug and Alcohol Rehab Unit

- Facilitate individual and group counseling.
- Administer consumer medications.
- Ensure the safety and well being of the consumers.

09/12-09/13 **Bee At Home, LLC** – Jefferson City MO
Part- time In Home Caregiver for homebound clients

- Care for homebound clients.
- Assist with mobility, hygiene, cleaning, laundry, meals.

04/12-12/12 **IDG Event Staffing and Speakers Bureau** – Matthews NC
PRN Office Management Consultant (On site and Remote)

- Personal assistant to the president.
- Recruit, process, and book promotional event staff as well as speakers for national and international corporate training programs.
- Maintain all aspects of staffing website, filing system, calendar/schedule for president and staff, A/P and A/R system, open communication with corporate accountant.
- Assist with creation of corporate brochures and archive systems.
- Onsite program management of speaker engagements including: room staging, product presentation, product sales and distribution.

07/11-04/12 **Magellan Health Services** -- Maryland Heights MO
Initial Clinical Reviewer-Radiation Therapist

- Responsible for performing utilization management of preauthorization and concurrent reviews for Radiation Oncology, PET/CT, and CT sinus.
- Maintain principles of utilization management by adhering to NIA(National Imaging Associates) policies and procedures.
- Approve all services that meet clinical review criteria.
- Refer all cases not meeting clinical review criteria to Physician Peer Reviewers(Radiation Oncologists and Radiologists).
- Provide optimum customer service through professional and accurate communication, while maintaining NCQA and Health Plan required timeframes.
- Communicate with MD provider and office staff re: obtaining vital clinical patient information, notification of approvals/denials and clinical rationale related to case.
- Document all communication with MD provider and clinical staff.
- Participate in continuing education programs re: applicable compliance with standards and regulations.

04/09-07/11 **IDG Event Staffing and Speakers Bureau** – Matthews NC
PRN Office Management Consultant (On site and Remote)

- Personal assistant to the president.

- Recruit, process, and book promotional event staff as well as speakers for national and international corporate training programs.
- Maintain all aspects of staffing website, filing system, calendar/schedule for president and staff, A/P and A/R system, open communication with corporate accountant.
- Assist with creation of corporate brochures and archive systems.
- Onsite program management of speaker engagements including: room staging, product presentation, product sales and distribution.

01/09-04/09 **AKSM Oncology / Uropartners Prostate Center at the Glen** – Glenview IL
Cancer Center Manager

- Maintain daily operations of the center, P&P and regulation manuals.
- Audit treatment charts, billing charges and generate billing reports.
- Hire, train, and supervise center staff.
- Scheduling and billing with the Aria system.
- Use of Calypso GPS system for prostate localization.
- Perform IMRT, IGRT, 3D conformal treatments, and CT simulations as prescribed.
- Equipment: Varian iX Linear Accelerator w/MLC and Portal Vision, Aria R&V System, GE Lightspeed CT for simulation with LAP laser system, Calypso GPS localization system.

12/06-01/09 **Midwestern Regional Medical Center/Cancer Treatment Centers of America** – Zion IL
Radiation Therapist

- Perform CT simulations, IMRT, TBI, TMI, IGRT, 3D conformal, SRS treatments as prescribed.
- Prepare immobilization, treatment, and protection devices, daily QA/warm up procedures.
- Patient billing and scheduling in Varis and Aria systems.
- Use of Calypso GPS system for prostate localization and Compass EMR system.
- Graduate of in-house A3 Lean/Six Sigma program and Team Leader for KPI group 08-09.
- Equipment: Varian 2100CD Linear Accelerator w/ MLC and Portal Vision, Varis R&V system, TomoTherapy Hi-Art Accelerator, GE Lightspeed CT for simulation with LAP laser system, Calypso GPS localization system.

09/02-09/06 **St. Mary's Health Center** – Jefferson City MO
Sr. Lead Therapist /Radiation Therapist

- Sr-Lead Therapist duties as required by Chief Therapist and provide interim-supervisor responsibilities when Chief Therapist is away from department.
- Perform CT simulation, 3D conformal and IMRT radiation treatments, dosimetry hand calculations and second calc checks, digitizing of images into Lantis, MLC configuration changes as prescribed, and daily QA warm up procedures.
- Prepare immobilization, treatment, and protection devices; assist with daily patient billing/auditing.
- Assist with QA reports regarding patient statistics, port filming, and patient charts.
- 2005 Department Chair for Shared Accountability Committee.
- Equipment: Siemens Primus Linear Accelerator w/MLC, Lantis R&V, GE Lightspeed CT for simulation, Huestis Block Cutting System, CMS I-Beam Localization System, CMS XiO treatment planning system.

08/96-09/02 **OHS-Compcare** – Kansas City MO
Clinical Facility Manager (07/98 – 09/02)

- Supervised radiology departments at 6 clinical facilities and created limited radiography program for exclusive company use.
- Set up and opened Blue Springs clinical facility in 1998, marketing and business development.
- Hire, train, supervise, and evaluate staff; one of two trainers that trained all company employees.
- Maintain daily, weekly, and monthly reports regarding billing, budgeting, and all aspects of operations of facility.
- Radiologic Technologist, Front Office, and Back Office duties.

Radiologic Technologist (08/96 – 07/98)

- All Radiologic Technologist duties.
- Back office duties including: blood draws, administering injections, dispensing medications, physical exams, DOT exams, drug screens, breath alcohol tests, audiograms, spirometry, vision testing, respirator fit tests, TB tests, nursing/triage patient assessment, treatment of patient injuries.

07/96-08/99 **Independent Contractor/Temporary Assignments** – Kansas City MO
PRN Radiologic Technologist

06/94-11/96 **The Professional Edge/Images, Inc.** – Kansas City MO
Director of Operations

- Supervised and taught the Women's Session One Course covering organizational skills, self-presentation, professionalism, social and dining etiquette, and basic modeling.
- Coordinated fashion shows, promotional shows, and model/talent searches.
- Enforced company rules and regulations with the students, models, and employees.
- Created filing system for company, A/P and A/R maintenance.
- Personal Asst. to the President.
- Onsite management of promotional staff for local, national, and international corporations.

06/91-06/94 **Ellis Fischel Cancer Center** – Columbia MO
Radiation Therapist

- Provided radiation therapy treatment, Stereotactic RT, and conventional simulations as prescribed.
- Prepared immobilization, treatment, and protection devices.
- Assisted physicist with dosimetry treatment planning, procedures, and tumor localizations.
- Equipment: Siemens MD Linear Accelerator, Cobalt 60, AECL and Ximetron Simulators, Huestis Block Cutting System, CMS Treatment Planning System.

09/90-06/91 **Independent Contractor/Temporary Assignments** – Kansas City and St Louis MO
Radiation Therapist

- Provided radiation therapy treatments as prescribed by physicians.
- Prepared immobilization, treatment, and protection devices.
- Performed simulations as prescribed by physicians.
- Assisted physician and physicist with IORT, SRT, and Brachytherapy.
- Assisted nurses and front office staff with various duties.
- Equipment: Varian Clinac 4/100 and 6/100 Linear Accelerator, Cobalt 60; Toshiba, Picker and Ximetron Simulators, Huestis Block Cutting System.

EDUCATION

Rockhurst University Continuing Education Division -- Kansas City MO
Continually attending onsite and remote training courses relating to Management and HR

Independent Study
Maintaining CEUs for both healthcare licenses, webinars, and seminars regarding Management, HR, and Healthcare

University of KS Medical Center – Kansas City KS
Radiation Therapy Technology

Research Medical Center – Kansas City MO
Radiologic Technology

LICENSES, CERTIFICATIONS, AND MEMBERSHIPS

ARRT #232406 – Radiologic Technology and Radiation Therapy (Exp. 03/2014)
BLS CPR Certification (Exp. 10/2014)
ASRT (since 1989), Member of grassroots division 2 yrs.

NOV 06 2013

No. 7664

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Sonya S. Miller

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor I

September 26, 2013-September 26, 2014

Missouri Substance Abuse Counselors' Certification Board, Inc.
MSACCB
Inc. June 1977

President

Secretary

DREW.M. MOFFETT

SUMMARY

Dedicated, highly motivated self-starter seeking a challenging position and active involvement in a progressive organization offering the opportunity to utilize proven and developing case management and family intervention.

EDUCATION

2001-2005 Lincoln University (MO)
Bachelor of Science in Criminal Justice
1999-2000 Kilgore Jr. College (TX)
General Education Courses

WORK EXPERIENCE

July, 2009- Present Preferred Family Healthcare Jefferson City, MO
Clinical Supervisor

- Under the Program Director's guidance, will work to establish effective working relationships with other agencies in the communities served. Participate in selection of off-site sources for needed services not provided by the program, informing other agencies about services offered by PFH.
- Facilitate weekly clinical staffing, team and diagnostic disposition meetings. Act upon reports and recommendations from program/agency committees, program staff and client suggestions to ensure that provision of services is appropriate, adequate and of high quality. Inform Program Director of all relevant client issues.
- Develop evolving programmatic schedule to meet the needs of the client population while ensuring that client rights and responsibilities are maintained. Coordinate services and collaborate with outside agencies to provide comprehensive services to the client and client's family.

September, 2008-July, 2009 Preferred Family Healthcare Jefferson City, MO
Residential Coordinator

- Schedule rehabilitation technicians within established policy and procedures under the supervision of Clinical Supervisor. Assuring proper coverage is maintained per contractual standards. Responsible for monitoring and managing overtime.
- Responsible for interviewing, hiring, and training of new rehabilitation technician.
- Development of individualized training plans for staff and to facility monthly supervision meetings to ensure proper training of staff.

March, 2007 – July, 2009 Preferred Family Healthcare Jefferson City, MO
Lead Community Support Specialist

- Complete Community Support assessment/Initial Discharge Planning Session and identify treatment issues to develop individualized treatment plans

- Complete regular communication with referral sources/guardians regarding progress, transition planning, and pertinent clinical issues
- Assisting client/family in transitional planning
- Linking family with services in the community. Advocate on behalf of the family
- Document all services provided in accordance with DMH/CARF Standards
- Provide crisis intervention as necessary
- Initiate effort to contract and attempt to re-engage through notifying client/guardian/referral of issues not able to be addressed in treatment.

Certified Substance Abuse Counselor, CCJP

- Complete intake/screening/assessment process within appropriate time frames as designated by DMH/CARF/agency standards
- Develop treatment plans for clients in accordance with DMH/CARF guidelines that demonstrate individualization and evolution based on information gathered from assessment
- Complete all correspondence in a timely fashion
- Participate in clinical staffing/treatment meetings providing feedback on all pertinent cases

May, 2005-March, 2007 Lincoln University Jefferson City, MO

Assistant Supervisor Mail Room

- Supervising both students and employees.
- Processing and delivering mail from the various departments.

June, 2005 - March, 2007 Preferred Family Healthcare Jefferson City, MO

Rehabilitation Technician

- Insure that all program expectations and rules are adhered to, and report behaviors to supervisor, which will assist in client treatment.
- Assist in orientation of client population with regards to client rights and rules under the supervision of residential coordinator
- Adhere to all medication policies and provide client transportation
- Facilitate education or recreation groups as scheduled
- Screen and monitor detoxification clients to ensure that safety and recovery needs are being met
- Monitor client activities and document client activities occurring on shifts that are relevant to client's progress or behavior

COMMUNITY INVOLVEMENT

- Cole Co. Juvenile Drug Court Clinician
- Member of the Cole Co. Community Resource Committee
- Member of the Missouri Rx/ OTC drug task force
- Coordinates volunteers at the Jefferson City Salvation Army
- Member of the Cole Co. H.O.P.E Campaign
- On the Ethics Panel for (MSAPCB) Missouri Substance Abuse Professional Credentialing Board

References are available upon request

No. 4426

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Drew M. Moffett MAY 24 2012

Continues to meet the standards and qualifications of a
Certified Criminal Justice Addictions Professional
as determined by the Board.

President

Expiration Date: **4/30/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Missouri Substance Abuse Professional Credentialing Board
Presents this **$10.00** Coupon to:

Drew M. Moffett

This coupon entitles you to receive $10.00 off any MSAPCB Regional Training. You are receving this $10.00 coupon in appreciation for renewing your MSAPCB credential(s).

This coupon expires October 31, 2013.
This coupon is not redeemable for cash.

Patricia E.-O. Ngassi

Professional Objectives

Multilingual Professional Clinical Social Worker with extensive background in Healthcare and Education. Experience in working well with diverse population. Ability to provide mental health services including assessment, diagnosis, and treatment using evidence-based practice. Excellent skills in critical thinking and proven ability to handle responsibility, work independently, and maintain good working relationships with clients and co-workers. Desire a career in Mental Health.

Education

Master's Degree in Social Work
University of Missouri – Columbia –May 2012
Schedule to take LMSW Licensure in June 2014
Master's Degree of Arts in Philosophy
State University of Belarus – Minsk, Belarus

Professional Experience

Community Support Specialist – Preferred Family Healthcare – Jefferson City May 2013 – to present
Provide case management and behavioral interventions to meet the needs of clients and their treatment goals.

- Conduct orientation, develop treatment goals transition and discharge plans
- Provide support in areas of developing adaptive community living skills
- Play active part in treatment plan reviews of clients
- Facilitate educational, social skills and healthy living groups
- Assist clients to access and utilize a variety of communities resources
- Provide ongoing social, educational, vocational and recreational supports activities

Internship-Field Practicum II – Audrain Medical Center – Mexico, Missouri 2012
Provided help to patients and their families in resolving the psychosocial, emotional and economic problems associated with stresses of illness.

- Collected and analyze patient information to help other health professions understand the needs of patients and their families
- Coordinated and plan patient discharge
- Lead a support group
- Coordinated services for home care and equipment following discharge
- Made referrals to rehabilitation and long term care facilities

Home and Community Based Services –Syncare LLC, Missouri 2011- 2011
Caseworker
Conducted face to face assessments and re-assessments with potential participants and designated significant others by completing required documentation for the Home and Community Based Services program in assigned region.

- Developed a collaborative working relationship with potential participant and designated significant other
- Worked with local physicians, agencies and related providers
- Coordinated completion of assessment and re-assessment activities
- Completed required documentation in database on a timely basis
- Traveled independently to regional potential participant's locations

Internship-Field Practicum I – Rainbow House – Sol House- Columbia, Missouri 2011-2011
Assisted staff in helping residents to reach their goals, become independent, and self-sufficient adults

- Conducted intake and assessment to determine eligibility for the program
- Assisted residents to create a service plan designed to meet their needs
- Worked with residents to help them learn basic skills needed for independent living
- Provided support and linked residents to needed services

Health and Wellness Program-APS Healthcare – Jefferson City, Missouri 2007-2010
Care Coordinator
Responsible for contacting participating patients to conduct initial and follow-up health assessments of their functional status. Provided periodic reminder calls for important appointments and tests. Provided patients with educational information, and resources toward self-sufficiency.

- Assigned services and coordinated community resources for each enrolled patient
- Periodically called patients to remind them of important appointments and tests
- Played a key role in integral part of the health coaching team, collaborated with Registered Nurses, health care providers, and the outreach coordinator
- Developed and implemented new criteria on social issues
- Selected as one of the best employees consistently meeting and exceeding the metrics
- Received awards for surpassing productivity goals
- Volunteered to participate in the resources groups

Youth In Need Head Start – Saint Louis, Missouri 2005-2007
Home Visitor – Parent Educator
Worked with families to enhance the cognitive, physical and socio-emotional development of their children

- Responsible in interviewing and assessing families' situation and needs; also helped families to identify their barriers toward self-sufficiency and determine solutions to overcoming barriers in a professional and courteous manner
- Assisted families in establishing and developing goals
- Provided support and resources to families

Teacher **2003-2005**

Worked as part of a team of two teachers in providing educational and recreational activities to twenty children, age three to five in a classroom setting. Developed daily lessons plans to address the socio – emotional, cognitive, and physical development.

- Participated in diversity activities for children
- Encouraged parents to actively get involved in classroom projects

State University of Belarus – Minsk, Belarus **1998 -2002**

Study Abroad Coordinator

Coordinated and managed the development of recruitment students overseas and organized study abroad fairs. Provided support, assistance and resources to students.

- Negotiated contracts with High Schools
- Increased the number of students by 25%

Additional Relevant Experience

A teaching position in High School

Professional Certifications

Parent as Teacher Certificate – Youth in Need Head Start – St- Louis, Missouri Child Development Associate Certificate –Youth in Need Head Start– St-Louis, Missouri– Institute of Business – Moscow, Russia - Certificate of Russian Language Instructor – State University of Belarus– Minsk, Belarus

Technical Skills

Windows XP, MS Word, Power point, Excel, Outlook, Acrobat, Internet research, Spreadsheet

References

Carol A. Snively, MA. MSW, PhD. – Director of MSW Program – Tel. (573) 882-0675

Marjorie Anthony, RN – Co-Worker – Tel. (573) 239-3185

Jeff Platz LMSW

Education Texas A & M University-Commerce Commerce, TX

Licensed Masters of Social Work 9/2006-12/2008 Completion of Masters degree

Languages Bilingual Spanish

Experience 9/2011 - Present Preferred Family Healthcare Jefferson City, MO

Therapist

- Engage adolescent consumers in co-occurring residential and outpatient substance abuse related therapy.
- Conduct interpretive intake and risk assessments with new consumers.
- .Facilitate group and family therapeutic sessions.

11/2010 – 4/2011 Ellis Fischel Cancer Center Columbia, MO

Social Worker

- Provide assistance and support for patients diagnosed with various types of cancer.
- Interact with medical professionals in order to help the patient with medical needs such as Durable Medical Equipment, home health and transportation.
- Conduct follow-up contacts to ensure timely response to equipment and service requests.
- Facilitate support group for head and neck cancer patients.

6/2009 – 10/2010 Aetna/TMHP Texas Medicaid Dallas, TX

Care Manager

- Conduct telephonic assessments and open care management cases for clients utilizing Medicaid benefits.
- Manage a caseload of 80 – 100 clients, helping them with medical needs such as Durable Medical Equipment, obtaining new doctors and locating community resources.

3/2009 – 6/2009 East Texas Psychological and Neurobehavioral Services Athens, TX

Counselor

- Provide counseling and therapeutic services to patients referred to the agency including geriatrics, adults and adolescents.
- Perform psychosocial assessments of patients within the nursing home and at the agency.

2/2007 – 3/2009 Parkland Health and Hospital System – COPC Dallas, TX

Caremanager

- Offer depression and anxiety care to adult patients attending the East Dallas Parkland Clinic

Ellis Fischel Cancer Center – 1 Hospital Dr. Columbia, MO 65212 573-882-2100

Aetna – 2777 N Stemmons Frwy, Dallas, TX 75207 214-200-8000

East Texas Psychological – 700 S Palestine St. Athens, TX 75751 903-675-9570

Parkland Health and Hospital System – 5201 Harry Hines Blvd., Dallas, TX 75235 214-590-8000

References:

Susan Zorsch:, Ellis Fischel Cancer Center – 1 Hospital Dr. Columbia, MO 65212 573-882-2100

Christina Penn: Ellis Fischel Cancer Center – 1 Hospital Dr. Columbia, MO 65212 573-882-2100

Christy Lowry: East Texas Psychological – 700 S Palestine St. Athens, TX 75751 903-675-9570

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State of Missouri

NOV 1 1 2013

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee for Social Workers

Licensed Master Social Worker

VALID THROUGH SEPTEMBER 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2010033193

JEFFREY PLATZ
1616 W MCCARTY ST
JEFFERSON CITY MO 65109
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Brian Sanfilipppo

Degree:

Bachelor of Science in Journalism, Class of 2005, Lincoln University in Jefferson City, Missouri

Objective: Counseling, Delinquency Prevention or Caseworker, Child Welfare . My goal is to attain full time employment in the human service field. Working in the areas of substance abuse rehabilitation, protective services, or juvenile corrections.

Related Experience:

2011-current RASAC II certified, Preparing to test for CADC certification,Three years of adolescent substance abuse counseling

2008-2011 Full-time head English teacher at a private English language school in South Korea

2006-2008 Group leader at an international summer sleep away camp

2005-2007 Full-time substitute teacher at high school and junior high in all areas of study

Head high school varsity wrestling coach

Job Experience:

Associate counselor, Preferred Family Healthcare, Jefferson city, Mo, Baseline Presenter, high schools/junior highs, Missouri, LRE facilitator, Prenger Family Center, Jefferson city , mo, Head teacher, English Language Institute, Incheon, South Korea, Group Leader, Camp Shane, Ferndale, New York, Head wrestling coach, New Bloomfield High School, New Bloomfield, Missouri, Full-time substitute teacher, New Bloomfield High School, New Bloomfield, Missouri

Related Skills:

CPI certified, Mental health first aid certified, CPR and first aid certified, Camp Group leader in charge of six counselors and sixty-five children at a summer sleep away camp, Professional arena football player, Show-Me Believers, St. Louis, Missouri,Four year offensive line starter, Lincoln University Blue Tigers, Division II, Jefferson City, Missouri,Player in Senior All Star game, Louisville, Kentucky

Dles Vanity

#82 $95.00

No. 6282

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Brian P. Sanfilippo

Continues to meet the standards and qualifications of a Recognized Associate Substance Abuse Counselor II as determined by the Board.

RASAC II

President

Expiration Date: 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

1 yr. 10/31/13
10/31/14

Tiffany Shurland

Objective: **Community Support Specialist**

Education:

Lincoln University of Missouri; Jefferson City, MO
Bachelor of Arts in Psychology
Graduation Date: May 12, 2012

Lincoln University of Missouri; Jefferson City, MO
Master of Arts in Sociology/Criminal Justice

Honors:

Dean's List: 2010-12
Student Health Advocacy Peer Education (SHAPE): 2010-11
Lincoln University of Missouri Marching Band and Concert Band: 2005-08
Lincoln University of Missouri Campus Activity Board: 2011-12

Work Experience:

Preferred Family Healthcare (Community Support Specialist)

Create individualized treatment plans for adolescences in Residential and Outpatient treatment. Correspond with referral sources, parents and Juvenile Deputy Juvenile Officers. Arrange outpatient care and other short term and long term living arrangements. Supervise clients. Assist client with developing life skills. Assist client with arranging aftercare

Young Williams Child Support Enforcement(Call Center) Assist With Enforcing Court Orders, Wage Withholding Orders, And Medical Insurance. Other Duties Include Data Entry.

D.E.B. Shops, Inc. (Assistant Store Manager) Manage Sales Associates, Engaged with Customers, Department Supervision, Create Weekly Schedules, And Customer Solutions.

Maria Celeste Stokes, M.Ed., LPC

Work Experience

September 08-Present Preferred Family Healthcare-Jefferson City, MO

Therapist

- Provide direct services to clients through individual counseling for substance abuse, trauma or co-occurring issues.
- Conduct comprehensive diagnostic assessments.
- Conduct screenings for insurance providers
- Coordinate with family members and outside service providers in order to ensure that clients receive the best possible treatment.
- Provide education and outreach to community groups and lawmakers.

February 07-January 08 Women's Support and Community Services

Support Services Coordinator

- Provided direct services to clients through assessments, support groups, classes and client programs.
- Created group curriculums and other programs for clients.
- Provided supervision to Support Services Therapist and graduate interns.
- Produced statistical and descriptive data for development and administrative purposes.
- Supported diversity through citywide LGBT support group and Relationship Group for Deaf Women.

Jul 05-February 07 Women's Support and Community Services

Support Services Therapist

- Conducted assessments for group therapy
- Facilitated group therapy, classes, and other client programming
- Created group curriculums and other programs for clients.

Aug 03-Jun 05 Women's Support and Community Services

Crisis Intervention Specialist

- Provided crisis intervention and referrals to victims of domestic violence
- Facilitated Work Readiness Program to help women re-enter the workforce
- Maintained and organized a record of the agency's referrals

Education

University of Missouri-St. Louis 2001-2003 St. Louis, MO

Masters of Education in Counseling

Truman State University 1997-2000 Kirksville, MO
Bachelor of Arts in Psychology

- Graduated with Psychology Honors
- President's Leadership Scholarship
- President's Combined Ability Scholarship

License and Training

Certified as a Licensed Professional Counselor 2005 St. Louis, MO
Trained in Dialectical Behavior Therapy 2008 St. Louis, MO

Volunteer Experience

Aug 99-Aug 00 Victim Support Services, Kirksville, MO

- Staffed a hotline and shelter for victims of domestic abuse

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2004024774
MARIA CELESTE STOKES

MARIA CELESTE STOKES

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2004024774

MARIA CELESTE STOKES

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

DANA THRASHER

EDUCATION Columbia College
Lake Ozark, Missouri
Major: B.A. Criminal Justice Administration
Minor: Psychology, Sociology
Magna Cum Laude

OBJECTIVE
Obtain a challenging career to utilize my education and experience to the fullest.

WORK EXPERIENCE

Associate Counselor, RASAC II, Preferred Family Healthcare, Jefferson City , Missouri, January 2011 – present
Participate in screening/assessments under direction of licensed/certified therapist, develop treatment plans in accordance with DMH/CARF. Complete correspondence efficiently. Attend staffing/team meetings. Responsible for assisting individuals with mental illness and or substance abuse problems to improve their ability to perform tasks in their daily living and working environments with close supervision. Complete required training, handle crisis situations, and facilitate group counseling, education and individual sessions and family conferences.

Case Manager, Community Empowerment Services, Honolulu, Hawaii, December 2010 – January 2010
Provide individual restorative interventions for the development of interpersonal, community coping and independent living skills, along with symptom monitoring and management skills.

Assistant Manager, World Finance, Eldon, Missouri, November 2008 - January 2010
Loan application, credit checks, and interview applicants, make recommendations to the manager, deposits, billing and primary responsibility being collections. Sole charge of the store and is accountable for its day to day operation.

Community Support Specialist, Pathways Community Behavioral Health Care, Eldon, Missouri
January 2004 - November 2008
Effective communication with clients, clinicians, various offices, various community resources.
Accurate appointment scheduling, proper documentation, record keeping, develop treatment plans. Monitor mental health status of client, medication management, goals for independence.

Support Staff, Pathways Community Behavioral Health Care, Jefferson City, Missouri
September 2002- January 2004
Effective communication with clinicians, various offices, clients.
Accurate appointment scheduling, proper documentation, and record keeping.
Screening of calls, recognition of crisis calls and transfers.
Maintenance of various schedules, routines and forms for efficient and effective atmosphere.

Kids In Progress Coordinator, Eldon Elementary, Eldon, Missouri, August 2000 - September 2002
Develop and coordinate behavior modification classroom.
Documentation of all students attending classroom.
Effective communication with DFS and other Juvenile agencies.
Effective communication with Principal, teachers, and parents.
Implement Character Education, Social Skill, and alternative behavior strategies.
Work closely with Psychologist during group counseling sessions.

Child Care Worker and Lead Staff, Chaddock Youth Home, Quincy, Illinois, December 1997 - June 2000
Effective communication with village managers, therapists, caseworkers and teachers.

Proper documentation and record keeping of all client activities, supervision of clients and give guidance, suggestions and support to other staff.
Appropriate medication administration and documentation. Utilizing behavior management plans. Developed and implemented programming routine, various forms and documents for efficient and effective atmosphere.
Developed a policy and procedure binder for overnight position and entire cottage.
Created a computerized and manual filing system for Residential and Group Home programs.
Training new staff on campus and assisted other cottages in staff shortages.
Ordering supplies for office, kitchen, and cottages.

Child Care Teacher, Quincy YWCA, Quincy, Illinois, October 1997 - December 1997
Overall care of children 0-2 years of age.
Effective documentation and record keeping.
Communication with parents.

Coordinator of Community Service/Restitution programs, Macon and Shelby County Juvenile Office, Macon, Missouri
Community Service Supervisor, Transporter and Tracker, Randolph County Juvenile Court Services, Moberly, Missouri, July 1996 - October 1997
Coordinator of community service assignments for juvenile offenders.
Supervisor and communication with various juvenile work crews.
Proper documentation and record keeping including the use of the district car.
Allocation of restitution funds, amount varied from $50 - $1,000.
Responsible for random checks of client's on court ordered in-home detention.
Transportation to and from Juvenile Justice Centers and court hearings.
Made various court appearances

In Home Childcare Provider State Licensed and State inspected, Bevier, Missouri, 1988-1994
Overall care of children 0-14 years of age
Communication with parents
Created and implemented daycare policies and procedures
Proper documentation and record keeping
Completed all state required training each year

SKILLS/GERTTFICATES:
Computer: Microsoft Word '97, Windows'98, Claris Works 4.0, Quickbooks, internet & E-mail, ECET, CMHC, OTIS, many continuing education hours

VOLUNTEER EXPERIENCE:
Volunteer Firefighter, Macon Rural Fire Department -1997
"Ride Along" with the Macon County Sheriff's Office and Laplata Police Department, 1995-1996
Secretary for Parent Teacher Organization (PTO) Bevier, Missouri, 1992-1993
President of the Parent Committee for Macon County Head Start, Macon, Missouri, 1992-1993
Macon County Child Care Association, Co - Chairperson for 1 year, Macon, Missouri, 1990-1993
Kinder Cottage Playschool, President for 1 year, Macon, Missouri, 1990-1993

No. 6160

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Dana B. Thrasher

Continues to meet the standards and qualifications of a Recognized Associate Substance Abuse Counselor II as determined by the Board.

NOV 25 2013

President

Expiration Date: **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

MICHAEL WARNER

OBJECTIVE

To use my professional and personal experiences to help members of my community develop skills, abilities and education to meet their full potential.

EMPLOYMENT

September 2013/Present – Community Support Specialists Supervisor with Preferred Family Healthcare

Educate youth in substance abuse recovery and treatment. Utilize community supports to assist consumer with a lifestyle of sobriety.

July 2013/Present - Independent Contracted Mentor with Missouri Alliance for Children and Families

Guide and counsel at risk youth. Help children obtain goals on their individual plans

July 2012/Present - Aflac Independent Associate St Louis, Mo

August 2010/May 2012 - Jefferson City Public Schools Lewis and Clark Middle School, Jefferson City MO

ISS Teacher-Supervised students that did not comply with school rules and/or policies.

July 2007/July 2010 - Cole County Residential Services, Jefferson City MO

Group Home Manager-Managed home for people with MR/DD. Supervised staff of 20, maintained physical building. Made sure daily activities and care was being delivered to the residents.

2001/2012 - Assistant Football Coach for Jefferson City Public Schools and YMCA Basketball-Referee, Jefferson City MO

2002 - Lincoln University, Jefferson City MO

Youth Aide

1999/2001 - MO Alliance for Children and Families, Jefferson City MO

Family Advocate Care Manager

1997/1999 - Prenger Attention Center, Jefferson City MO

Juvenile Officer

1992/1994 - Riverside Hospital, Jefferson City MO
Mental Health Specialist

EDUCATION & ADDITIONAL ACTIVITES

August 1989-May 1994 Lincoln University Jefferson City MO
Bachelor of Science, Criminal Justice

9 Credit hours toward Master's Degree

1994-1998 Jefferson City Jaguars Semi-Pro Affiliation, Jefferson City MO: Quarterback

Schools Act and '95 Juvenile Crime Bill and Effective Implementation

Volunteer Mentor, Boys & Girls Club, Jefferson City MO

REFERENCES

Jay DeCook 573-230-9588

Chris Luekenhoff 573-645-4455

John Doyle 573-680-5522

Alfred Wilkerson

Education

Lincoln University — Jefferson City, Mo.
Bachelors of Art in Communication — 2004

- Special recognition in Journalism for student television sports show.
- National Deans List 2003.
- Who's Who. 2000 & 2002

Bachelors of Arts in Psychology — 2013

- Psychology Major
- Relevant Studies

Experience

Preferred Family Healthcare — Jefferson City, Mo
Community Support Specialist — August 2012-Current

- Provides case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning.
- Other responsibilities include facilitating educational groups and regularly communicating with referral sources/guardians regarding consumer care.

Preferred Family Healthcare — Jefferson City, Mo.
Rehabilitation Technician — Oct. 2012-August 2012

- Assist in serving the needs of individuals with substance abuse diagnosis in both outpatient and inpatient environments by assisting the Clinical Team.
- Other responsibilities include facilitating educational and recreational groups and providing transportation.

North Texas Job Corps — Mckinney, Tx
Student Government Coordinator — Oct. 2007 to July 2010

- Coordinated and oversaw the student government, advised student leaders on methods and processes.
- Assisted in problem solving a variety of issues.
- Represented Student Government programs to various on- and off-campus groups including the faculty, media, student, and/or the general public.
- Worked with advising team to develop strategies to include activities representative of all students on campus.

North Texas Job Corps — Mckinney Tx
Residential Advisor — Feb. 2007 to Oct. 2007

- Enforced rules and regulations to ensure the smooth and orderly operation of dormitory programs.
- Mediated interpersonal problems between residents.
- Counseled students in the handling of issues such as family, financial, and educational problems.
- Supervised students' housekeeping work to ensure that it is done properly.

Collin County Boys and Girls Club — Mckinney Tx
Activity Specialist — Nov. 2006 to Feb. 2007

- Helped in implementing activities for student who attended the center.
- Conducted recreation activities with assigned groups in public department of voluntary agency.
- Worked with neighborhood groups to determine recreation interests and needs of persons of all ages.
- Overlooked activities for students that were age appropriate for the students.

Donna Wood, M.Ed., NCC

Summary of Qualifications

Experienced individual seeking full time employment in the field of human services in the government sectors to empower clients, utilize skills in crisis management, chemical dependency and multicultural environments. Accomplished information technology leader who leverages strong interpersonal skills, flexibility, and teamwork to achieve business objectives. Recognized for strong background knowledge and success in the following areas:

- Crisis Stabilization, Management & PTSD
- Chemical Dependency & Alcohol
- Multicultural Environment
- DSM diagnosis & Treatment Plans
- Individual, Family & Group Therapy
- Co-morbid Evidence-based practices

Education

Lindsey Wilson College — Scottsville, KY
Masters of Education — December 2012
Counseling & Human Development
Mental Health Specialization
Honors: Chi Sigma Iota, Alpha Chi Omega, and Alpha Chi

Lindsey Wilson College — Scottsville, KY
Bachelors of Arts — December 2010
Human Services & Counseling
Honors: Magna Cum Laude

Lincoln University — Jefferson City, MO
Computer Science & Business — 1986-1991

Patricia Stevens Career College — St. Louis, MO
Merchandising — August 1979

Experience

Preferred Family Healthcare, Inc. — Jefferson City, Missouri
M. Ed., PLPC, NCC, Therapist — Feb 2013 - Present

Therapist provides direct services to substance abuse consumers in a residential and outpatient environment. Therapist provides primary counseling in substance abuse, trauma and co-occurring sessions. Therapist provides individual, couple and family counseling. Therapist is under the supervision of the Clinical Supervisor.

- Facilitating group counseling, family conferences, and individual session with individuals with mental illness and/or substance abuse issues to improve their ability to perform tasks in their daily living and work environments as well as provide clinical guidance.
- Provide intake, screenings, and assessments, assisting consumers through the transition process and developing treatment plans.
- Assist in professional supervision and provide training on clinical issues and evidenced based practices.
- Knowledge of consumers with major depression, substance abuse, dual diagnosis and other mental illness. Ongoing education in current treatment trends and strong assessment and evaluation skills are required.
- Meet with clients in crisis stabilization & crisis management counseling sessions for domestic violence, sexual assault, mental health, substance abuse and family issues providing evidence based practices in a variety of therapies & techniques.
- Provide individual and group counseling, therapeutic intervention, to clients, couples and family members to assist them in recognizing problems and causal factors related to mental health, substance abuse & developing alternative/coping behaviors including social, marital, legal, financial, and/or employment problems.
- Provide DFS supervised visits for families including play therapy.
- Provide ART-C assistance in individual and group sessions.
- Certificate of Completion for Eye Movement Desensitization and Reprocessing, EDMR, October 2013.
- Completing hours and credentialing toward LPC licensure.
- Completing hours and credentialing toward CADC licensure.

Barren River Area Safe Space, Inc. (BRASS) Bowling Green, KY
Family Advocate/Credit Counselor Nov 2010-Dec 2012

Family Advocate provides direct services to homeless victims of domestic violence to ensure they are informed of options for safe services. Credit Counselor completes the financial/housing process. Family Advocate/Credit Counselor is under the supervision of the Executive Director.

- Meet with clients in crisis stabilization & crisis management counseling sessions for domestic violence, sexual assault, mental health, substance abuse and family issues providing evidence based practices in a variety of therapies & techniques.
- Provide individual and group counseling, therapeutic intervention, to clients and family members to assist them in recognizing problems and causal factors related to mental health, substance abuse & developing alternative/coping behaviors including social, marital, legal, financial, and/or employment problems.
- Performs assessments of clients' needs, motivations, and backgrounds; prepares bio-psychosocial assessment summaries.
- Processed crisis hotline calls for counseling and assessment.
- Responsible for intake, assessment and establishing an action plan with appropriate implementation for each client including community referrals.
- Proficient skills including domestic violence dynamics, safety planning and knowledge of the justice system.

- Compile and report statistical information on clients as required by funding resources.
- Develops client progress reports and evaluations according to agency and program requirements.
- Exercises initiative and independence within established facility and agency policies under the supervision of a higher-level counselor; work is reviewed through conferences, reports, and observations.
- Engage clients in housing, financial repair, asset building, budgeting, and spending plans.
- Provide Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) Outreach, Access, and Recovery (SOAR) intake, implementation and referrals.
- Assist clients with job development & placement, administer National Career Readiness Certification (NCRC) and education planning

Time out Community Counseling & Correctional Services, LLC Scottsville, KY
Practicum Student May 2010-Nov 2011

Privately owned Counseling Service that is Alcohol and other Drug Entity (AODE) and DUI certified. Time Out provides Prime for Life instruction and assessment, Mental Health counseling, Outpatient Treatment, Family Court services along with Individual, Family and Group Treatment with 20 years' experience as a CADC.

- Primarily responsible for collection of fees from clients and maintained accounting spreadsheets and database.
- Processed statutory software for Prime for Life clients or determinations for Outpatient Treatment.
- Obtained practical knowledge in substance abuse, psychopharmacology and dual diagnosis issues.
- Participated in sessions including Allen/Simpson County Drug Court, Family Court, LifeSkills Inc. and other referrals including Circuit Court.
- Processed intake and assessments and urine screens.
- Completed CADC hours toward credentialing.

Cornerstone Counseling Services, LLC Tompkinsville, KY
Practicum Student April 2010-Nov 2011
Private Counseling Service certified as an Alcohol and other Drug Entity (AODE) and DUI approved facility. Cornerstone facilitates Prime for Life Instruction, Assessment, has Mental Health services, Outpatient Treatment, Individual, Family and Group Therapy.

- Converted the Outpatient Treatment Program to word and gained practical knowledge of theory and techniques.
- Performed Outpatient and DUI Intake, Assessment(s), Mental Health and assist in the development of Treatment Plans and diagnosis with DSM-IV under supervision.
- Maintained case management records.
- Co-lead & Observed Prime for Life and Outpatient individual, family and group sessions.
- Maintained ethical, policy and procedures of organization.
- Developed the Client Hand Booklet.

- Completed CADC hours towards credentialing.

Allen/Simpson County Drug Court Scottsville, KY
Practicum Student *March 2010-June 2010*

Kentucky's 49th Judicial Court accepted the first two participants in April 2008 and has grown to nearly 50 participants in Allen County and 25-30 in Simpson County by 2010 with Chief Circuit Judge Janet J. Crocker presiding among the 54 Drug Court programs in Kentucky.

- Created a fifty-two page area directory for the Scottsville Kentucky Agency for Substance Abuse Policy (KY-ASAP) program.
- Responsible for and maintained Drug Court Case Files.
- Working knowledge of Drug Courts, three phases and aftercare program lasting 18 to 24 months for felony participants.
- Gained practical experience working with people who have alcohol and drug issues and/or behavioral disorders.
- Examined Drug Court staff and participants developing individual program plans with specific responsibilities and timetables. Plans include counseling, urine testing, education, vocation, restitution, health and community activities for integration into the community.
- Introduced to the treatment of substance abuse, crisis, domestic violence and family oriented conflict resolution and management.
- Participated in Drug Court, Family Night and Drug Court Graduation along with community activities such as Angel Food and community AA and NA meetings.
- Adhered to all policies and procedures in accordance with the Allen County Circuit Court and the Administrative Office of the Courts (AOC) in Frankfort, Kentucky Court of Justice.

Barren River Development District (BRADD) Bowling Green, KY
Practicum Student Jan 2010– April 2010

BRADD serves ten counties in the region and one of the divisions is the Barren River Area Agency on Aging (BRAOA). This project is funded, in part, by a contract with Kentucky Cabinet of Health Services with funds from the U.S. Department of Health and Family Services.

- Gained practical knowledge in the ethics of the Area Agency on Aging and the legislative regulations adhered to with Commonwealth of Kentucky.
- Trained on Servtracker software to implement intake, assessment, and case notes of numerous clients in Title III, Homecare and Adult Day Care along with a working knowledge of the corresponding files.
- Introduced to services such as Senior Centers, Family Caregiver Support Program and the Grandparents Raising Grandchildren
- Attended several BRAoA Case Manager and BRADD Board Meetings.
- Developed working relationships with the case managers having 40-50 client caseloads and learned in detail about the Consumer Directed Option, Money Follows the Person and Medicare/Medicaid; observed client in home.

Dollar General Corporation Goodlettsville, TN
Employee Response Center Analyst 2001-2009

The nation's largest small-box discount retailer, offering a carefully edited assortment of the most popular brands at low everyday prices in small, convenient locations. Dollar General ranks among the largest retailers of top-quality brands made by America's most-trusted manufacturers, such as Procter & Gamble, Kimberly Clark, Unilever, Kellogg's, General Mills and Nabisco. Corporation Motto is "Serving Others".

- Provided Professional Technical Support for a $10 Billion Dollar company with 8,500 stores in 35 states. Coordinated with managers resolving daily store issues simultaneously maintaining productivity deadlines while training employees and maintaining quality control.
- Specifically responsible for diagnosing and resolving technical issues including hardware and software issues.
- Consistently saved money through troubleshooting and human resources.
- Trained and coached employees to strengthen their skills and continue professional growth.
- Resolved human resource, risk management, disaster, payroll, asset protection, customer service, and other types of store issues while adhering to corporate policies.
- Maintained 100% productivity consistently over tenure.
- Utilized designated company software including Applix, Footprints, APIS, dollar2, Remote ware and other programs to complete tasks.
- Implemented system analysis experience for quality control of dgnet intranet system.

Paine Webber\UBS Corporation Nashville, TN
Trust Operation Analyst 2000-2001

Named best global wealth manager, best Swiss bank and best investment bank in Asia by Euromoney. UBS delivers a full range of advice, products and services to its private, corporate and institutional clients in over 50 countries, UBS aims to generate sustainable earnings, create value for its shareholders, and become the choice of clients worldwide.

- Supported the trust department by managing mutual fund transfers, distributions, and wires for daily operations.
- Processed ACAT & Non-ACAT mutual fund transfers.
- Provided account setup and reconciliation between Sungard and Paine Webber systems.
- Team contributor by cross training in distributions, cash transfers, ACH distributions, wires, and stop payments.
- Responsible for document imaging and vault control.

Bank of Nashville Nashville, TN
Administrative/Audit Analyst 1999-2000

A division of Synovus Bank. Synovus Bank is one of the largest community banks in the Southeast, providing powerful solutions, and operates under thirty different trade names.

- Administrative Assistant to Vice President of Operations. Directs professional staff with significant management responsibility and independence, complex policy development with emphasis in financial and budgetary organization.
- Quarterly and annual reporting with frequent contact of high level officials.

- Managed difficult negotiations, resolving problems, and delivering presentations.
- Independently developed policies and procedures for implementation of changes including CD rate changes, audit cash back, and quality control.
- Performed internal fund transfers, rate calculations, and transmitted weekly FR2900 report through FED line.

Indiana Lawrence Bank North Manchester, IN
Investment Coordinator 1996-1999

Currently a division of Community First Bank & Trust in Celina, Ohio with total assets of $131,599,000, originated in 1929 with the merger of two banks.

- Primarily responsible for all platform sales and customer retention activities. Managed brokerage services for all branch offices. Project leader for training, motivation, and conflict resolution.
- Developed new business prospects through cold calls and personal contacts.
- Built existing customer relations to increase sales and meet bank goals.
- Key player in customer referrals and problem solving.
- Coordinated activities with personnel of numerous fund families.
- Coordinated customer activities with Trust Department and Notary.
- Oversaw projects including training, motivation, conflict resolution, and scheduling.

Wood's Wood Laketon, IN
Owner 1993-2002

Retail business supplying rocking chairs, dowel rods, and woodcraft supplies to consumers.
- Offered products at competitive prices by keeping costs down through effective planning and cost control.
- Developed home based business from conception to a financially supporting business.

State of Missouri Jefferson City, MO
Department of Revenue 1981-1993
Programmer Analyst

The Missouri Department of Revenue administers Missouri's business tax laws, and collects sales and use tax, employer withholding, motor fuel tax, cigarette tax, tire and battery fee, financial institutions tax, corporation income tax, and corporation franchise tax.

- Responsible for information systems analytic work and development methods for adapting manual systems to electronic data processing.
- Promoted through various levels.
- Built test beds for new software releases.
- Project leader for Front End and Return Pull subsystems yearly modifications.
- Administrative Assistant to Assistant Division Director of Information Systems Division.
- Directs professional staff with significant management responsibility and independence, including supervision, training, computer documentation and libraries.

- Organized coworkers to participate in community volunteer projects.

COMPUTER SKILLS

Systems: OS/MVS, MS-DOS, Windows, Microsoft Office
Software: MS office, Rumba, IBM Utilities, IDMS/R, DMLO, OLQ, TSO, SPF/PC, dBase, Clipper, SQL
Platforms: IBM Mainframe, Mid-Range and Personal Computers, LAN/Network
Languages: Cobol, Cobol II, JCL, Basic, ADSO, ADSA

Professional Organizations

American Psychological Association (APA)	2010-Present
American Counseling Association (ACA)	2010-Present
Missouri Mental Health Counseling Association (MMHCA)	2012
Kentucky Counseling Association (KCA)	2010-Present
Kentucky Mental Health Counselor's Association (KMHCA)	2010-Present
Missouri Coalition Against Domestic & Sexual Violence (MCADSV)	2012
Association for Play Therapy Training (APT)	2010-Present
Kentucky Domestic Violence Association (KDVA)	2010-Present
School of Professional Counseling (SPC)	2010-Present
International Art Therapy Organization (IATO)	2012

National-Level Conferences Attended

Healthcare Providers Service Organization (HPSO)	Insured 2010-Present
APT International Conference, Louisville, KY	Oct 2010

State-Level Conferences Attended

Veteran's Summit, Lindsey Wilson College, Columbia, KY	Sept 2011
KCA Conference, Columbia, KY	Oct 2010
KMHCA Conference, Somerset, KY	April 2010
Play Therapy Conference, Columbia, KY	June 2010

State-Level & Local Credentials

- Workplace Violence 4120, March 2014
- Corporate Compliance 4120, March 2014
- Cultural Diversity 4120, March 2014
- Emergency Procedures 4120, March 2014
- Infectious Control Training, 4120, March 2014
- Prevention of Abuse & Neglect 4120, March 2014
- PFH Annual Training 4120, March 2014
- Crisis Management, March 2014
- CPI Refresher, Feb 2014
- Collaborative Documentation, Feb 2014
- Confidentiality 4120, Feb 2014

- Trauma at the Missouri Conference, May 2013
- Co-Occurring at the Missouri Conference, May 2013
- Storybook training at the Missouri Conference, May 2013
- Dialectical Behavioral Therapy: An Introduction, May 2013
- Dialectical Behavioral Therapy for Special Populations, May 2013
- Dialectical Behavioral Therapy: Advanced Techniques May 2013
- 60 Day New Hire Training Survey, April 2013
- Motivational Interviewing, April 2013
- PFH Annual Training 4120, March 2013
- Prevention of Abuse & Neglect 4120, March 2013
- Infectious Control Training 4120, March 2013
- Emergency Procedures 4120, March 2013
- Cultural Diversity, March 2013
- Crisis Management, March 2013
- Confidentiality 4120, March 2013
- Corporate, Compliance 4120, March 2013
- Workplace Violence, 4120, March 2013
- CPI training, Feb 2013
- Welcome to the Relias Learning Management System (RLMS), Feb 2013
- Collaborative Documentation, Feb 2013
- Collaborative Documentation, Feb 2013
- Confidentiality Documentation, Feb 2013
- Confidentiality 4120, Feb 2013
- Bloodborne Pathogens Training, Brass, Aug 2012
- Christian Motorcycle Association, with CPR, First Aid, and AED specialty Aug 2012
- American Red Cross, First Aid, CPR, AED for Lay Responders, Jefferson City, MO, Aug 2012
- Sexual Assault Training, Brass, July 2012
- School of Professional Counseling, Columbia, KY, June 2012
- Certified Domestic Violence Advocate, KDVA, April 2012
- Completed Kentucky Domestic Violence Association, KDVA, Domestic Violence Certification, CDVA, Dec 2011
  - Module 1 – CP100 Basics of Domestic Violence Certification
  - Module 2 – CP 101 The Importance of Inclusion
  - Module 3 – CP 102 Effective Domestic Violence Advocacy
  - CP103 – Responding to Mental Health/Substance Abuse Issues/Economic Justice
  - CP105 – Legal Advocacy
  - CP106 – Child Witness/Protection
- Hope Harbor, Sexual Assault Crisis Line and Hospital Site Training, April 2012
- Ethics Training, April 2012
- Received the Women's Independence Scholarship Program, WISP, Counselor, Advocate, and Support Staff Program (CASS), Jan 2012
- Completed NeighborWorks HO109el - Foreclosure Basics; Part 2 of HUD NCHEC Certification, January 2, 2012, CEUs .34.

- Completed NeighborWorks Homeowership Education & Counseling (NCHEC) Certification, Jan 2, 2012.
- Completed Nation Industry Standards for Homeownership Education and Counseling, Code of Ethics and Conduct
- Site Supervisor VITA Tax Program, Bowling Green, KY 2010-Present
- Weekly and Bi-Weekly IRS Consultations for the VITA Tax Program 2010-2012
- Monthly VITA Tax Meetings, 2010-2012
- Bowling Green Human Rights Commission Training, Jan 2012
- Patriot Guard Membership, 2010-Present
- Peer Supports and Your Soar Program, Dec 6, 2011
- Hunger & Homelessness Awareness Week, Learning Locally to Affect Globally, Nov 13, 2011
- KDVA, Domestic Violence Certification, CDVA, Frankfort, KY, July, August, Sept, Nov, and Dec 2011.
- BRABC/IRS – SPEC Partner, VITA Tax Program, Site Coordinator, BRASS, Inc. site 2011-2012
  - Standards of Conduct & Ethics
  - Basic Level Certification
  - Intermediate Level Certification
  - Site Coordinator Certification
- PNC Bank Tax Refund Card Vita Advocate
- Western Union Card Advocate
- Candle Light Domestic Violence Awareness Advocate, Scottsville, KY, Oct 2011-2012
- Home Inspection Certification, Oct 2011
- Candle Light Vigil-Domestic Violence Awareness, Scottsville, KY Oct 2011
- HUD-Neighborworks Homebuyer Certification, Minneapolis, MN, Sept 2011
- Completed NeighborWorks HO250 - Homeowners Counseling Certification: Principles, Practices & Techniques, Part 1 of HUD HCHEC Certification, Sept 12-16, 2011, Minnetonka, MN, CEUs 3.
- First Steps Training, August 2011
- Strengthening Applications Webinar Series, Quality Review of Applications – SOAR, July 2011
- New Opportunity School for Women Advocate, 2011-2012
- National Career Readiness Certification Training, July 2011
- Know Your Rights: A Conference Call for Pregnant and Parenting Students, July 2011
- SOAR Training, May 2011
- Pink in the Park, Domestic Violence Awareness, May 2011
- Policies & Procedures, BRASS, Inc., Training, Jan 2011
- Gestalt Play Therapy with Children, Columbia, KY, June 2010
- School of Professional Counseling, Columbia, KY, June 2010
- Volunteer at the Center for Courageous Kids, Scottsville, KY, May 2010
- Board Approved Supervision Training, Columbus, KY, April 2010

Professional Presentations

- Haven-4-Change, Bowling Green, Financial Planning Group, Aug 2012
- Haven-4-Change, Scottsville, Financial Planning Group, April 2012
- Haven-4-Change, Easter Food Baskets, April 2012
- Haven-4-Change, Income Tax Preparation, January – 2011 – 2012
- Co-Leader, Day of Caring, United Way and Community Action, Financial Freedom for Foster Grand Parents, July, 2011

Group Therapy Sessions

- Co-Leader Prime for Life
- Co-Leader Reality Therapy relating to Substance Abuse
- Leader for Domestic Violence and Mental Health issues Including:

  What it means to be a Woman
  Domestic Violence 101
  Power and Control
  Honesty and Truth
  Family Secrets
  The Masks People Wear
  Job Application Part 1 of 3
  Job Resume' Part 2 of 3
  Job Interview Part 3 of 3
  National Career Readiness Certification – Administer Tests
  The Five Stages of Grief – Elisabeth Kubler-Ross
  Am I Having Difficulty Letting Go?
  Moving On With My Life
  Reach for Success – Job Fair, Interview Outfits, Mock Interviews
  Financial Freedom
  Financial Freedom – United Way, Day for Foster Grand Parents
  Self-Esteem – Mantras
  Developing Goals, Objectives and Action Plan
  Stressors – Identify Triggers and Develop Coping Strategies
  Credit Awareness
  Self-Talk
  Human Bill of Rights
  Batters Will Kill
  Abusive & Healthy Relationships
  Why Stay in Abusive Relationships
  Feelings – Fear, Grief, and Guilt
  Nine Rooms of Happiness, Positive Psychology
  Feelings - Anger
  How are you Feeling Today?
  Boundaries Setting– Part 1 Using Assertiveness Skills 1: Myth and Reality
  Boundaries – Part II Using Assertiveness Skills 2: Techniques
  Defense Mechanisms

The Healing Journey
Problem Solving REBT the ABC Way

nbcc

FEB 28 2014

National Board for Certified Counselors®, Inc.

Certifies that

Donna A Wood

has successfully met the professional counseling standards established by the Board and in so doing has earned recognition as a

National Certified Counselor™ (NCC®)

310192
Certificate Number

February 19, 2013
Certification Date

S Chowdhuri
Chairperson

September 30, 2018
Expiration Date

FEB 28 2014

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH MAY 14, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013014439

DONNA A WOOD
VINITA KHANNA-2008019003
PREFERRED FAMILY HEALTHCARE
210 HOOVER ROAD
JEFFERSON CITY MO 65109
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

KIRBY R. WOODS

PROFESSIONAL EXPERIENCE

Preferred Family Healthcare- Jefferson City, MO
Community Support Specialist **November 2013 – Present**

- Support efforts to find and maintain employment for individuals.
- Facilitate educational groups and activities.
- Develop, implement, update, and revise as needed, a treatment plan that identifies specific, measurable and individualized interventions to reduce and manage symptoms.
- Provide information and education in order to learn about and manage mental illness or substance use including symptoms, triggers, and cravings.

Pathways – Jefferson City, MO
Mental Health Specialist **July 2013 – Present**

- Reports and records observable changes in resident behavior, attitude, and physical condition.
- Assist with or participate in re-motivation, rehabilitation, re-socialization, and behavior modification programs.
- Teach and assist residents in self-help skills and social behavior based on the level of need and functioning of individual residents.
- Initiate and participate in group and/or individual activities with residents.

Preferred Family Healthcare – Jefferson City, MO **May 2013 – November 2013**
Behavioral Health Technician

- Assist in serving the needs of hundreds of individuals with substance abuse diagnosis in both outpatient and inpatient environments.
- Provide feedback, prepare treatment areas, provide ongoing monitoring and supervision of client population and also provide orientation to clients served.
- Facilitate educational and recreational groups and provide transportation.

Preferred Family Healthcare – Jefferson City, MO **September 2012 – May 2013**
Graduate Internship

- Work to acquire 300 supervised hours by attending group and supervised individual counseling sessions; and completing one-hour weekly meetings with the onsite clinical supervisor.
- Identify substance and/or alcohol abuse in patients.
- Hone the skills to positively communicate with peers and staff.
- Develop a rapport with patients and patrons while exercising professionalism.

Jefferson City Daycare – Jefferson City, MO **April 2009 – June 2013**
Teacher's Aide

- Supervise and educate 10 – 20 children from ages 6 weeks to five
- Serve children a healthy breakfast, lunch, and snack
- Prepare and implement age-appropriate lesson plans

Walgreens – Jefferson City, MO **June 2007 – April 2009**
Cashier

- Maintained financial responsibility
- Stocked and inventoried merchandise daily
- Welcomed customers into the store while checking them out in a timely manner

- Kept checkouts clean while helping hundreds of customers daily

Wendy's Old Fashioned Hamburgers – St. Louis, MO **October 2002 – August 2006**
Cashier/Cook

- Maintained accurate financial counts on my personal register
- Served hundreds of customers daily
- Cleaned the dining area and greeted and welcomed customers
- Prepared food properly for the customers in a timely manner

EDUCATION

Master of Arts, Guidance and Counseling – Agency Counseling **Expected Graduation May 2013**
Lincoln University, Jefferson City, MO

Bachelor of Science in Liberal Studies **May 2010**
Lincoln University, Jefferson City, MO

Emphasis Area: Special Education, Social Work and Elementary Education

SKILLS

Microsoft Word, Excel, PowerPoint, navigate the WORLDWIDE WEB, excellent oral communication skills, drug addiction recognition course.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 20th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Robert Gross (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Gross joined PFH in 2007. In his role as a Community Support Specialist, he prepares treatment plans based on client needs, provides substance abuse education, assists in transition planning, and provides consumer education on employment, education, relapse prevention, community resources, coping skills, and a crime free lifestyle. He has a B.A. in Psychology and a M.Ed. in Guidance and Counseling.
2. Rebecca Storts (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Storts came to PFH in 2013 with a B.A. in Elementary Education. She provides case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning for clients. She also facilitates educational groups and regularly communicating with referral sources/guardians regarding consumer care.

Robert C. Gross, Jr

Education

University of Missouri, St. Louis, MO 1978
M.Ed. Guidance and Counseling

Rockhurst College, Kansas City, MO 1973
BA Psychology

Work Experience

Preferred Family Healthcare, Inc
December 2007 - Present
Community Support Specialist
Responsible for providing community services for individuals with mental illness and/or substance abuse problems onsite and/or within the community.

Emmaus Homes
October 2005 – December 2007
Support Coordinator
Oversee the residential care and support for 17 adult mentally retarded/developmentally disabled adults residing in two group homes. Supervise 23 staff members, schedule and run annual client I.P. meetings, evaluations, and budget house expenses.

England and Company
November 2004 – October 2005
Job Placement Specialist
Worked exclusively with disabled referrals from the V.A and D.V.R.

Jefferson College
February 1978 – October 2004
Coordinator of Career Resources

Goodwill Industries of Missouri
December 1974 – January 1978
Job Placement Director

Rebecca N Storts

Professional Summary

I am an experienced professional program coordinator/manager with strong leadership and relationship-building skills. I excel in client support, program development, and problem solving. I am an empathetic and active listener; I genuinely care about my clients and staff.

Skill Highlights

- Superior communication skills
- Quality management care team member
- Staff training and development
- Crisis prevention intervention
- Program management
- Behavior management
- ABA principles
- Level 1 Medication Aide (CPI)
- Staffing management ability
- Proven patience and self-discipline
- Conflict resolution
- Personal and professional integrity
- Relationship and team building
- Cultural awareness and sensitivity
- First Aid certified
- Crisis Prevention and Intervention training

Professional Experience

Assistant/Manager
10/1998 - 04/2009
Schnucks Supermarkets- Washington, MO

Initiated program that standardized employee training and led to increase in customer satisfaction by 12%. Trained multiple incoming staff members. Supervised specific areas to ensure for quality assurance purposes. Developed and implemented new policies. Wrote schedules, entered goals and percentages, ordered product, and worked in customer service.

Tutor
10/2011-05/2012
Club Z In- Home Tutoring - Union, MO/Tampa, FL

Developed and implemented interesting course plans to meet academic, intellectual and social needs of students. Implemented reading and writing workshops to increase student literacy. Routinely met with students' parents to discuss in-class issues and how to solve them. Planned, implemented, monitored, and assessed student's goals. Developed, administered, and corrected tests and quizzes in a timely manner. Organized grade records to increase reference speed.

Program Coordinator/QDDP
07/2012- 12/13
Developmental Services of Franklin County - Union, MO

Ensured that all IP's (PCP's) were implemented in the home, wrote IPP's, wrote monthly reports, attended team
meeting regularly, ensured that all necessary paperwork was completed for clients (Medicaid/Medicare, SS paperwork, scholarships, etc.), assisted with training staff in the home and how to work on goals with individual clients, assisted with teaching staff basic ABA principles, kept up to date, thorough and accurate notes/files, managed a caseload of 25 clients at any given times, HIPPA, PBI(Positive Behavior Intervention), met with clients on a regular basis to ensure they were satisfied with and getting appropriate services, evaluated team member performance and offered constructive feedback, trained/mentored new team members

Community Support Specialist
12/13-Present
Preferred Family Healthcare- Union, MO

Provided case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning for clients in Franklin County. Other responsibilities included facilitating educational groups and regularly communicating with referral sources/guardians regarding consumer care. Kept up to date accurate files and notes. Exceptional human service delivery and demonstrated skills in developing positive and productive consumer relationships and be able to negotiate complex service systems to obtain needed services and resources for consumers.

Education and Training

Associates of Arts in Teaching, 2007 **East Central College** Union, Mo USA

BA: Elementary Education, 2008 **Central Methodist University** Union, Mo USA

Teacher Certificate for Missouri-Certified Grades 1-6- 2013

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 21st Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Sheri Anderson (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Anderson joined PFH in 2011, holding several positions before being promoted to her current role. She brings a B.S. in Psychology, a B.S. in Human Development and Family Studies, a M.A. in Family Studies, and licensing as a Qualified Supervisor, CRAADC, and RASAC II. She works with adolescent clients in outpatient care, performs intake assessments, and treatment plan reviews.
2. Kenneth Barrett (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Barrett joined PFH in 2009. He provides counseling to adolescents in both outpatient and residential treatment settings experiencing trauma and co-occurring disorders. He also provides family therapy to clients and their families, conducts assessments, and therapy groups. He has a B.A. in Counseling Psychology, a MSW, and is licensed as a LCSW.
3. Michael Bloodworth (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Bloodworth came to PFH in 2007. He is CADC certified and works in both inpatient and outpatient programs with both adults and adolescents. He facilitates groups, conducting assessments, and performing individual counseling sessions.
4. Daniel Cooper (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Cooper has been working at PFH since 2011. As a therapist, he completes assessments, provides counseling services, facilitates group therapy sessions, and attends staff meetings and treatment team meetings. He works with clients with substance abuse issues and dual diagnosis. He has a B.A. in English and Psychology, a M.Ed. in Counseling, and is a LPC.
5. Gerald Dennis (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Mr. Dennis joined PFH in 2003. He provides direction and supervision to clinical and nonclinical staff members; participates in treatment planning, facilitates weekly staffing; performs file review and oversight for billable activities, while also monitoring program budget. As needed, he completes intakes and makes recommendations based on client need. He has a B.S in Economics and is licensed as a CRADC and MARS.
6. Craig Foust (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Foust came to PFH in 2013. He counsels substance abuse clients individually and leads group sessions, performs case management, and assists consumers in accessing community services. He has a B.S in Psychology and in Criminal Justice. He is certified as a RASAC II.

Personnel – 21st Judicial Circuit	Background and Expertise of Personnel and Planned Duties
7. Timothy Gorman (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Mr. Gorman joined PFH in 2010. He provides supervision over adolescent outpatient services, is responsible for supervision of Counselors, Community Support Specialists, Rehabilitation Technicians, and Therapists. He participates in treatment planning, facilitates weekly staffing; and performs clinical and fiscal oversight. He has a B.A. in Psychology and a CRADC license.
8. Jaimee Hall (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Hall began working at PFH in 2012. As a Counselor, she completes intakes/screenings/ assessments, develops treatment plans for clients, facilitates group counseling, and handles crisis situations. She has a B.A. in Criminal Justice and Sociology, a M.A. in Criminology/Public Sociology, and a CRADC certification.
9. Amanda Harris (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Harris came to PFH in 2011 and held several positions before being promoted to her current role. She completes assessments, provides counseling services, facilitates group therapy sessions, and attends staff meetings and treatment team meetings. She has a B.A. in Psychology, a M.A. in Rehabilitation Counseling, and licensure as a PLPC and RASAC II.
10. David Hedrick (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Hedrick joined PFH in 2012. He provides individual, group, and family counseling services to adolescent and adult consumers; provides trauma and co-occurring therapy services; conducts assessments and treatment planning; and implements appropriate guidance, educational, and recreational groups and activities for consumers. He has a B.A. in Christian Education, a M.Ed. in Counseling, as well as a LPC license.
11. Geoffrey Jiles (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Jiles joined PFH in 2013. He completes community support assessment/initial discharge; links families with services in the community; assists client/ family in transitional planning; works with a treatment team to asset the client in meeting treatment goals; and develops and maintains clinical records. He has a B.S. in Criminal Justice.
12. Cynthia Jones (Name) Project Director (Title) Project Director (Proposed Role/Function)	Ms. Jones came to PFH in 2012. As a Project Director, she ensures compliance with applicable regulatory standards; provides oversight of performance targets; coordinates interagency resources; and monitors services provided to clients to ensure adequate and appropriate delivery of services. She has a LPC certification and a B.S. in Social Psychology, and a M.S. in Psychology.

Personnel – 21st Judicial Circuit	Background and Expertise of Personnel and Planned Duties
13. Angela McNeal (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. McNeal joined PFH in 2012. She has a B.S. in Sociology, a M.A. in Professional Counseling, and a RASAC II license. She is responsible for individual session, family therapy session, and facilitating group counseling with adolescent with substance abuse problems, while also educating clients in improving their ability to perform tasks in their daily living environment.
14. Kathleen Mitchell (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Mitchell came to PFH in 2011. She treats clients with past traumatic events in coping with the event and various symptoms of the trauma; completes intake/screening/assessment processes; develops treatment plans; and facilitates group therapy, psycho educational group therapy, individual therapy, and family therapy. She has a B.S. in Crime and Society, a M.S. in Counseling, and a LPC.
15. Margaret Murphy (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Murphy joined PFH in 2010 as a School Teams Coordinator and was promoted to her current position. She counsels adolescents and their families regarding substance abuse and co-occurring issues; treats clients with past traumatic events; completes intake/screening/assessment processes; and facilitates group therapy, psycho educational group therapy, individual therapy, and family therapy. She has a BSW and a MSW.
16. Robert Pacanowski (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Pacanowski came to PFH in 2008. He provides case management for persons recovering from substance abuse, while also teaching group classes and leading therapy for consumers on many drug education topics and counseling topics. Mr. Pacanowski has a B.A. in Psychology, a M.A. in Counseling, and a CRADC license.
17. Shayla Phillips (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Phillips came to PFH in 2012. As a Counselor, she facilitates group counseling, group education, and individual sessions; performs intake, screenings, and assessments; assists consumers through the transition process, and develops treatment plans. She B.S. in Business Administration, a M.A. in Management, a M.A. in Teaching, a M.A. in Counseling, and a CRADC license.
18. Lauren Powell (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Powell began working at PFH in 2013. She brings a B.S. in Criminal Justice and is pursuing a M.A. in Professional Counseling. She completes initial paperwork on each client; performs case management; assists client with life skills, pro-social activities, and coping skills; and assists clients to modify attitudes and patterns of behavior by increasing understanding of the nature and source of personal problems while identifying and building on personal strengths.

Personnel – 21st Judicial Circuit	Background and Expertise of Personnel and Planned Duties
19. Elizabeth Rand (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Rand joined PFH in 2013. She brings a B.A. in Psychology and a M.A. in Rehabilitation Counseling. She provides services to adolescents in order to increase the individual's community participation while achieving recovery from substance abuse disorders as designated from their individual treatment plans.
20. Kimberly Rodgers (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Rodgers came to PFH in 2009. She participates in the screening/assessment process; develops treatment plans; and participates in clinical staffing/team meetings, providing feedback on all pertinent cases. She brings a B.A. in Psychology and a RASAC II license.
21. Joseph Scoggin (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Scoggin joined PFH in 2012. As a Therapist, he provides psychotherapy to adolescent substance abusers and their families many of whom have dual diagnoses with the goal of drug and/or alcohol abstinence and an improvement in family relationships. He has a B.S. in Education, a M.Ed. in Guidance and Counseling, and a LPC license.
22. Gina Titone (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Titone came to PFH in 2008 and has held several positions before being promoted to her current role. She provides clinical supervise for a team of seven staff members; produces clinical reports, audits, and file reviews; conducts clinical assessments; and conducts family and individual therapeutic services. She has a B.A. in Psychology, a MSW, and a LCSW certification.
23. Caitlin Voss (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Voss joined PFH in 2013. In her role, she provides case management duties including access to services in the community and facilitates group and individual sessions assisting with improvement in job skills, life skills, self-esteem, anger management, and decision making. She has a B.A. in Art and Psychology and a M.Ed. in Counseling.
24. Jodi Whitworth (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Whitworth came to PFH in 2014. She is responsible for completing community support assessment/initial discharge planning sessions and identifying issues such as employment, education, healthcare, social connection, and criminal justice; communicating with parents, guardians, DJOs, and the schools; and facilitating group education. She brings a BSW and MSW.

Personnel – 21st Judicial Circuit	Background and Expertise of Personnel and Planned Duties
25. Devon Winston (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Winston began working at PFH in 2010, bringing a BSW. In his role, he provides services to consumers in order to increase the individual's community participation while achieving recovery from substance abuse disorders as designated from their individual treatment plans.
26. Michael Zey (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Zey joined PFH in 2010. He counsels adolescents on dangers of drug abuse; participates in the screening/assessment process; develops treatment plans; and participates in clinical staffing/team meetings, providing feedback on all pertinent cases. He has a degree in Rehabilitation Services and is RASAC II certified.

Sheri Anderson

Education:

Master of Arts, Family Studies, University of Missouri-Columbia,
May 19, 2001

Bachelor of Science, Human Development & Family Studies, University of Missouri-Columbia,
May 9, 1999

Bachelor of Science, Minor, Psychology, University of Missouri-Columbia, May 9, 1999

Certifications and Professional Training:

Missouri Substance Abuse Professional Credentialing Board Qualified Supervisor Course completed January 2014; Credential to be issued February 2014.

Certified Reciprocal Advanced Alcohol Drug Counselor, Issued October 2013.

Recognized Associate Substance Abuse Counselor II, Issued May 2011.

Instructor training for Issues in Working with Teen Parents, Completed September 2010.

Nationally Certified Parent Educator, Parents As Teachers Born to Learn™ Three to Kindergarten Entry Curriculum, Certification Issued, October 2006.

Nationally Certified Parent Educator, Parents As Teachers Born to Learn™ Pre-natal to Three Curriculum, Certification Issued, July 2006.

Work Experience:

Substance Abuse Counselor, Preferred Family Healthcare, St. Louis, Missouri- West County Outpatient Site, 11/13- Present.
Continue to work with adolescent clients in an outpatient drug rehabilitation program. Perform intake assessments, treatment plan reviews, and ongoing assessments of clients' progress outcomes during treatment. Perform these tasks in addition to the previous tasks performed as an Associate Substance Abuse Counselor.

Associate Substance Abuse Counselor, Preferred Family Healthcare, St. Louis, Missouri- West County Outpatient Site, 05/13-10/13.
Worked with adolescent clients in an outpatient drug rehabilitation program. Continued to perform the tasks of an Associate counselor. Continued participation in ongoing training and obtained certification in substance abuse counseling from the Missouri Substance Abuse Professional Credentialing Board (MSAPCB).

Associate Substance Abuse Counselor, Preferred Family Healthcare, Jefferson City Adolescent Site, 05/11-05/13.
Worked with adolescent clients in a residential drug rehabilitation program. Facilitated group counseling and individual sessions. Worked with clients to develop individualized

treatment plans. Assisted clients to learn coping skills to prevent relapse and to improve the quality of their daily lives. Worked with treatment team to coordinate individualized services for each client. Maintained detailed clinical records and required billing hours. Participated in ongoing training to ensure the implementation of ethical and evidence-based practices. Represented PFH in the community giving speeches with a team at schools and participating in community outreach opportunities.

Community Support Specialist, Preferred Family Healthcare, Jefferson City Adolescent Site, 01/11-05/11.
Worked with adolescent clients in a residential drug rehabilitation program. Assisted clients to identify treatment goals and complete a plan for transitioning into a sober lifestyle after treatment. Taught life and social skills in addition to other skills as identified in the client's treatment goals. Provided client's guardians and referral sources with updates on client's progress. Maintained detailed records of contacts with clients and client's guardians and referral sources.

Group Instructor, Teens As Parents Program, Jefferson City Public School District, 09/10- 02/11.
Taught and demonstrated life and social skills in addition to child development and parenting skills to groups of expecting or parenting teenagers. Planned and implemented instructional activities and group discussions using Character Plus values and the Teens As Parents curriculum (an extension of the Parents As Teachers program). Conducted personal visits at home or at school. Built rapport with the teen participants, their parents, and school staff. Worked with self-motivation under minor supervision.

Afterschool Care Staff, Concord Christian School, 08/10-01/11.
Worked with school staff to provide a safe and fun environment for the children after school. Helped to promote positive values for the children.

Parent Educator, Jefferson City Public School District, Parents As Teachers Program, 7/06-8/08 & 10/09-02/11.
Worked as a Certified Parent Educator for Parents As Teachers in the Jefferson City Public School District. Used Parents As Teachers curriculum and additional research based educational materials to plan and implement individual and group instruction through personal home visits or group meetings. Used a strengths-based approach and rapport building to provide families with information about parenting skills and child development. Used official testing materials and screening technology to evaluate each child's developmental, hearing, and vision needs. Provided formal written evaluations of families and used observation and critical evaluation skills to determine the information and services that would assist the families with their needs. Responsible for keeping detailed records for each child using a paper filing system and the Parents As Teachers computer program.

Social Service Worker II, State of Missouri Department of Social Services, 8/04-8/06
Worked at the Child Abuse and Neglect Hotline taking incoming calls of reports about child abuse and neglect. Used the Missouri State Guidelines to evaluate the calls and determine how the information should be classified and the appropriate Children's

Division Response to the information. Further developed critical evaluation, data entry, and customer service skills.

Site Director, Jefferson City YMCA, Y-Care Afterschool Program, 8/03-10/04
Used YMCA program guidelines to design and implement educational and entertaining before and after school programming for school-age children at two Jefferson City schools. Supervised on site staff and worked with the school staff and parents to provide a positive and successful environment for the children. Further developed managerial skills.

Spokesperson, Powers/Images Modeling Agency, 7/03- 07/05
Represented the Powers/Images of St. Louis agency in a variety of marketing promotions.

Freelance Writer, Mid-Missouri Family Journal, 2002
Wrote articles chronicling my experience as a parent and giving parenting advice and information.

Program Assistant, ParentLink, University of Missouri-Columbia Extension, 7/01-11/01
Worked at ParentLink at the University of Missouri – Columbia in a faculty position. Worked on the WarmLine providing information about child development to parents and educators. Further developed data entry and customer service skills.

Librarian Assistant, Family and Community Medicine Library, University of Missouri-Columbia, 6/00-1/01
Worked in the Family and Community Medicine Library in a staff position. In charge of the management and record keeping of the library's collections. Performed those tasks along with many of my previous duties as a student assistant.

Student Assistant, Family and Community Medicine Library, University of Missouri-Columbia, 1995-1999
Worked in the Family and Community Medicine Library at the University of Missouri-Columbia School of Medicine. Compiled research information for doctors. Helped to improve the office filing system. Developed data entry skills. Worked with self-motivation under minor supervision. Trained and helped supervise other student assistants.

Teaching and Counseling Experience:

Peer Counselor, Open Arms Crisis Pregnancy Center, 1/01 – 6/01
Worked with young women who were experiencing crisis pregnancies. Helped the clients learn parenting and life skills.

Teaching Assistant, Human Development and Family Studies, University of Missouri-Columbia, 8/99 – 5/01
Directed discussion sections for a large Writing Intensive course. Graded students' papers and facilitated discussions to help them understand the material of the class. Received stipend and paid tuition.

Camp Counselor, Boys and Girls Club of the Columbia Area, 6/00-8/00
Worked with other camp counselors and directors to design and implement a summer youth program.

Tutor and Mentor, University of Missouri-Columbia, 8/94 – 5/00
Worked with elementary and high school age youth. Helped with homework and other activities.

Program Leader, Human Development and Family Studies, University of Missouri-Columbia, 1/99-5/99
Worked with the Extension Department and another student to design and implement a new therapeutic counseling program for teenage mothers.

Student Presenter, Child Development Laboratory, University of Missouri-Columbia, 8/98 – 12/98
Developed and presented educational workshops to students and parents of children attending the MU Child Development Lab.

Professional Associations & Leadership Roles:

Solid Rock Family Church, LifeTeam Leader, 2009-2011
Chosen by Church leaders to serve as an educator and mentor to members of a LifeTeam group.

Parents As Teachers Advisory Council, Parent Educator Representative, 2008-2009
Chosen by Parents As Teachers Supervisor to represent the opinions and needs of Parent Educators.

The House Ministries, Administrative Coordinator, 2009

Spirit-Filled Student Ministries, Secretary, 1998- 2001

Body of Christ Annual Banquet, Planning and Programming Committee member, 1998 - 2001

University Counseling Center, PASS Peer Educator, 1999

Human Environmental Sciences Ambassadors, Media and Publicity Co-Chair, 1998

Legions of Black Collegians, Residence Hall Representative, 1997-1998

Residential Life, Pershing Group, Welcome Week Entertainment Coordinator, 1996

University of Missouri-Columbia, Black Programming Committee member, 1995-1996

Volunteer Work:

Volunteer as Prayer Team Member at Solid Rock Family Church, 2008-Present

Volunteer at Concord Christian School in Walk-a-thon, September 2008

Volunteer at Concord Christian School as Recess Supervisor, August 2007-May 2008

Volunteer at RACS, Rape Abuse and Crisis Shelter, August 2006 – May 2007
Lead individual and group parenting information programs representing Parents As Teachers.

Volunteer at Open Arms Walk for Life, 2008

Volunteer at the Missouri Black Expo in St. Louis, Missouri, 2001
Represented and promoted ParentLink.

Volunteer with Rainbow House PLUS program and Parents Anonymous, 1/01-5/01.

Volunteer with Joshua's Generation youth group at United Community Church, 2000.

Volunteer at Columbia Residential Care Center for the elderly, Sponsored by Spirit-Filled Student Ministries, 1996-2000.

Volunteer at the Missouri Black Expo in St. Louis, Missouri, 1999
Represented and promoted the University of Missouri-Columbia.

Volunteer at the Aids Quilt, 1998.

Volunteer for the Day on Campus program through the Blind Boone Community Center in Columbia, MO, 1998.

Participated in the Legions of Black Collegians Gospel Choir, 1994-1998

Awards and Honors:

Thurgood Marshall Fellowship

Graduate Teaching Assistantship for Human Development and Family Studies

Human Environmental Sciences Ambassador

George C. Brooks Scholarship

National Merit Outstanding Negro Award

No. 6259

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Sheri N. Anderson

has met the standards and qualifications required of a Certified Reciprocal Advanced Alcohol Drug Counselor as determined by the Credentialing Board.

President

Expiration Date: **October 31, 2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 6259

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Sheri N. Anderson

has met all the standards and qualifications required of a alcohol and drug counselor as determined by the Credentialing Board and is hereby conferred the title of Certified Reciprocal Advanced Alcohol Drug Counselor Awarded on October 28, 2013

Cliff Johnson
President
Alicia Ozenberger
Secretary

Kenneth Barrett, MSW, LCSW

Kenneth Barrettt, MSW, LCSW

PREFERRED FAMILY HEALTHCARE INC. (St. Louis, MO)
Therapist
10/2009-Present

Provide psychotherapy to 12-18 year old youth in both outpatient and residential treatment settings experiencing trauma and co-occurring disorders. Utilize Trauma Focused CBT, DBT and family therapy to clients and their families. Provide comprehensive psychosocial assessments, conduct therapy groups and consultation to referral sources such as Juvenile Court, Division of Youth Services and Division of Family Services.

FAMILIES IN FOCUS (part-time private practice) (St. Peters, MO)
Therapist
9/2009-Present

Provide psychotherapy to adults, youth and children in an outpatient setting. Provide DBT, CBT and family systems evidence based therapy to clients experiencing behavioral, mood and developmental disorders. Service managed care and EAP panels and contracts. Provide marital and conjoint therapy to families and couples.

PROVIDENT INC. (St. Louis, MO)
Clinical Case Manager/Educational Specialist
1/2009-10/2009

Conducted psychosocial assessments, and provided referrals to agencies for client shelter and psychiatric care. Attended meetings to get documentation into compliance with grant criteria. Attended clinical supervision to review client cases.

PROVIDENT INC. (St. Louis, MO)

Senior Clinician
7/2003-12/2008
Provided psychotherapy to adults and children experiencing behavioral, mood and developmental disorders. Assessed adults and youth exhibiting addictions and high risk behavior. Utilized cognitive behavioral, family systems and brief therapy

(Senior Clinician **PROVIDENT INC.** Continued)
models. Provided psycho-educational groups, consultation and critical incident stress debriefings for EAP client companies facing critical incidents. Assessed mandatory supervisor referrals for EAP companies with employees out of compliance with DOT and other safety sensitive rules and regulations.

BEHAVIORAL CONSULTANTS (St. Louis, MO)

Therapist (part-time-private practice)
1/2000-9/2003

Provided psychotherapy to adults and teens referred from managed care and EAP companies. Provided individual, family and couple therapy. Provided CBT to clients with anxiety, depression and trauma.

HAWTHORN CHILDREN'S HOSPITAL (St. Louis, MO)
Clinical Social Worker
7/1999-7/2003

Responsible for a caseload of adolescent clients in residential treatment. Provided individual, group and family therapy and orchestrated aftercare and discharge planning for clients and their families. Attended multi-disciplinary team consisting of psychiatrists, psychologists, social workers and residential staff.

MAGELLAN BEHAVIORAL HEALTH (St. Louis, MO)
Therapist Consultant
7/1996-7/1999

Provided assessments, brief therapy and referrals for EAP clients. Conducted parent-training seminars on-site at client companies. Facilitated critical incident debriefings for
client companies facing trauma or critical incidents. Worked with involuntary company referrals mandated by supervisors due to employees not complying with company policies.

YALE CHILD STUDY CENTER (New Haven, CT)
Post-MSW Fellow
7/1995-7/1996

Provided psychotherapy to children and teens in both outpatient and school settings. Conducted individual, group and family therapy. Attended seminars on family systems, brief therapy and psychodynamic theories. Attended multidisciplinary team meetings and presented client treatment plans with social workers, psychiatrists and psychologists.

ASSOCIATES IN CHILD AND FAMILIES (Rutland, VT)
School-based and Outpatient Clinician
6/1994-6/1995

Provided individual therapy in an elementary and middle school setting to students ages 8-16. Addressed client psychosocial needs through family therapy in the schools and at client homes. In addition, collaborated with teachers and school administrators to enhance client quality of education. Also provided outpatient therapy to children, teens, and their parents.

YOUTH IN NEED (St. Charles, MO)
Family Therapist
6/1993-5/1994

Provided individual and family therapy to teens diverted from the juvenile court who were status offenders. Interfaced with school officials and the juvenile court to meet the psycho-social needs of the clientele.

CATHOLIC FAMILY SERVICES (St. Louis, MO)
Counselor
9/1990-5/1993

Provided psychotherapy to children, teens, adults and their families for a range of psychiatric disorders and addictions. Conducted onsite critical incident stress debriefings for school personnel and students facing unexpected losses and traumas in their school settings. Provided group counseling to children of divorce in outpatient and school settings.

CARPENTER RECOVERY (St. Louis, MO)
Addictions Counselor
5/1990-8/1990

Provided assessments, treatment and family education to addicts and their families. Provided didactic group counseling on 12-step and co-occurring disorders.

BOYS HOPE (St. Louis, MO)
Therapist (part-time)
9/1989-5/1993

Provided individual and group counseling to boys in a residential group home (ages 13-17).

NASCO WEST (St. Louis, MO)
Addictions Counselor
7/1989-5/1990
(NASCO WEST Continued)

Provided assessments and treatment for state and federal probation and parole referred addicts. Provided group counseling to enhance recovery of clientele. Assisted clients in overcoming co-occurring disorders and trauma.

EDUCATION

1995-1996
Post-MSW Fellowship
Yale Child Study Center
New Haven, CT

1987-1989
Master of Social Work

Washington University
St. Louis, MO

1981-1985
Bachelor of Arts, Counseling Psychology
Hamline University
St. Paul, MN

LICENSES/AFFILIATIONS

1992-Present
Licensed Clinical Social Worker
Missouri

References available upon request.

Michael Bloodworth

- CADC-Preferred Family Healthcare (2007-present)

Education-

- Civic Memorial High School-Bethalto, Illinois
  August 2001-May 2004
  Graduated with 3.2 GPA

- Culver-Stockton College-Canton, Missouri
  August 2004-December 2005

- Maryville University-Town and Country, Missouri
  January 2006-May 2007

Experience-

- 2004-2005, Baseball Program Director, Boys and Girls Club of America

  Served as director of the Boys and Girls Club's baseball and softball program in Bethalto, Illinois, for children aged 4-15; responsible for scheduling games, assigning umpires to work games, calling games due to severe weather, handling disputes between parents and coaches, handling money made by the concession stands and depositing it into a bank.

- 2006-2007, Sales Associate, American Eagle Outfitters

  Served as sales associate for American Eagle Outfitters in Hazelwood, Missouri; helped customers make decisions on items, handled money, dealt with problems with customers.

- 2007-present, Counselor, Preferred Family Healthcare

  Worked in both inpatient and outpatient programs with both adults and adolescents. Experience working with every possible demographic of client that PFH serves. Extensive experience facilitating groups, conducting assessments, and performing individual counseling sessions. Worked weekly for the past 3 years in various schools in the South County area in coordination with PFH's Team of Concern program. Currently certified as a CADC in the state of Missouri.

Activities-

- 2001-2004

  Member of French Club, Scholar Bowl, Basketball Team, Captain of Varsity Track Team for three years, Editor of school newspaper and school yearbook for Civic Memorial High School.

  Worked with the Madison County Sheriff's Department in undercover operations to identify gas stations and grocery stores that sold cigarettes and alcohol to minors, as well as illegal products over the counter.

- 2005-2007

  Member of Honors Program, Psychology Club, History Club, Active member of Lambda Chi Alpha international fraternity, Alumni Relations Director with Lambda Chi Alpha at Culver-Stockton College.

  Volunteer track coach for Canton Middle School-Canton, Missouri

  Performed volunteer work for various churches in Canton, Missouri, as well as participating in the Highway Cleanup Program. Helped provide meals for underprivileged adults in the Canton area.

  Member of Education Club, Pre-Law Club, Track team for Maryville University

Skills-

- Proficient in Mircosoft Office and Word
- Experience in several leadership roles
- Great communication skills
- Works well with other people

References-

Available upon request

No. 7222

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

MICHAEL A. BLOODWORTH

has met all the standards and qualifications required of an alcohol drug counselor as determined by the Credentialing Board and is hereby conferred the title of

CERTIFIED ALCOHOL DRUG COUNSELOR

Awarded on JANUARY 25, 2013

President

Alicia Oxenberger MACSAPP

Secretary

Dan Cooper, M.Ed., LPC

Objective

As I have gained considerable experience throughout my career in helping others, I feel that it may be an appropriate time for me to use that experience to help newer providers work more effectively with their clients.

Work History

Therapist, Preferred Family Healthcare
St. Louis, MO, August 2011- Current

- Assessed incoming clients and made appropriate referrals to provide targeted interventions based on their needs.
- Worked with clients and their parents through individual, group, and family sessions to address co-occurring and relational issues.
- Collaborated with colleagues and outside providers to expand services available to other organizations and the communities they serve.
- Worked to expand capabilities of art therapy program at South County Outpatient office to enhance the range of services offered.

Community Support Specialist/ Outpatient Clinician, Crider Health Center
St. Charles, MO, February 2008- July 2011

- Ensured timely completion of progress notes, quarterly treatment plan reviews, and annual assessments.
- Provided services based on client strengths and needs, from encouraging Clients to develop support systems and utilize community services to providing regular therapy sessions and crisis interventions to clients with an array of mental health and co-occurring needs.
- Worked with team to identify needs and assist clients in meeting them.

Respite Provider, Edgewood Children's Center
St. Louis, MO, January 2007- April 2008

- Provided weekly respite services to children of families in need.
- Processed events of clients' daily lives with them, offering guidance with academic, social, and familial issues.

Residential Counselor, Youth in Need
St. Charles, MO, July 2004- April 2005

- Fostered the development of homeless youths in a residential setting, helping them to deal with issues of abuse, neglect, educational remission, and unemployment.
- Assisted clients with the development of various life skills and individual interests.
- Employed de-escalation techniques to avoid and resolve interpersonal conflicts.
- Communicated with treatment team through staffings to address client needs.

Volunteer Experience

Practicum Intern, Logos School, 2007
Volunteer Reading Tutor, AmeriCorps, 2001-2002.

Education

M. Ed., Counseling, University of Missouri- St. Louis, 2007.
B.A., English and Psychology (double major), Webster University, 2001.

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2008032350
DAN J COOPER

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2008032350

DAN J COOPER

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Gerald T. Dennis

OBJECTIVE Clinical Supervisor

EMPLOYMENT

Preferred Family Healthcare North County Tax Program (1988 to Present)
St. Louis, MO 63033

Clinical Supervisor January 2003 - present
Program standards, file reviews, oversee service delivery, integration of clinical and community support services, programmatic scheduling.

Counselor 1999-2003
Responsibilities include individual counseling and group therapy. Assist consumers with treatment planning and aftercare.

St. Anthony's Medical Center (1988-1998)
Hyland Behavioral Health Systems Building A. St. Louis, MO 63128

Psychiatric Technician on Chemical Dependency Unit
Responsibilities include group facilitation, patient documentation and intervention, patient care, and patient assessment for sobriety maintenance, coping skills, and mental stability on a one to one basis. Training in Chemical Dependency treatment and prevention. Also training in nurse assistant care such as blood pressures, EKG's, CPR, CPI, detoxification, urine drug screens, breathalyzers and medicine education as it relates to relapse prevention. Computer training in Window's 95 software. Daily patient load of five to nine patients.

Madison County Urban League, Inc. (1986-1988)
Alton, IL 62002

Coordinator, Male Responsibility Project
Program adjunct to the Family Planning Services offered by the agency the Coordinator is responsible for implementing a program with the purpose of providing primary prevention services to pre-adolescent and adolescent males, ages 10-19, at high-risk of teen parenthood. Also, I served as a counselor and administrator in the Family Planning Clinic, and the agency itself.

Skinker-Debaliviere Community Center (Sum-1984)
St. Louis, MO 63112

Director/Supervisor Summer Youth Program
In charge of entire program, responsible for supervision of workers, their payment and all administrative duties.

Madison County Urban League (Sum-1982)
Alton, IL 62002

Supervisor of Alton Youth Program
In charge of supervision of high school youth to clean up the city. Responsible for their performance cards, issuing of payroll checks and all issued equipment to workers under my supervision.

EDUCATION

Bachelor LA (1981-1985)
Washington University, St. Louis, MO 63130

Major: Economics

Minor: African-American Studies

Activities: Program chairperson for Association of Black Students
Received Frederick Douglas Award for promotion of campus unity
Two sport letterman and Co-Captain (Track and Football)
Member of Omega Psi Phi Fraternity Inc.

SKILLS

Military
Corporal, United States Marine Corp. Reserves (1986-1992)
Honorably Discharged. Active duty for bootcamp and Anti-tank assault and demolition training. Then four years active reserve status. Last two years as in-active reserves status.

RECEIVED NOV 09 2012

No. 3586

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Gerald T. Dennis

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 7262

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Gerald T. Dennis

has met the standards and qualifications required of a
Medication Assisted Recovery Specialist
as determined by the Credentialing Board.

President

Expiration Date 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 7262

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Gerald T. Dennis

has met all the standards and qualifications
required of a Missouri Substance Abuse Prevention Associate
as determined by the Credentialing Board and is
hereby conferred the title of
Medication Assisted Recovery Specialist
Awarded on 2/22/2018

Clif Johnson
President
Alicia Ozenberger
Secretary

Craig Foust

Experience

Preferred Family Healthcare St. Louis, Mo March 2013 - Current

Community Support Specialist

•Counseled substance abuse clients individually and lead group sessions
•Case management
•Documented client progress notes, kept records, and collaborated with treatment team

Judevine Center for Autism St. Louis, Mo September 2012 - March 2013

Direct Care Staff

•Supervised clients by educating, assisting, and managing their behavior, communication, and interaction
•Kept detailed records of daily activity, behaviors, and progress
•Worked with team to make behavior modifications for the clients' unique support plan

McDowell & Associates St. Louis, Mo June 2011 - July 2012

Investigator

•Conducted investigation for patented seed protection
•Coordinated daily routes and multiple surveillance targets, and sites for Northern IL/IA teams
•Reported and documented surveillance, evidence, fact checking, and observations
•Maintained accurate video records and built daily logs for investigative team

Cintrex Audio Visual Fenton, Mo June 2005 - January 2010

C-1 Repair Technician

•Repaired equipment for the National Library Service for the blind and physically handicapped
•Trained co-workers in C-1 tape deck repair procedures
•Maintained current inventory of parts, machines, and responsible for shipping

Education

Southeast Missouri State University Cape Girardeau, Mo Graduated December 2011

•Bachelor of Science emphasis in Criminal Justice
•Bachelor of Science emphasis in General Psychology

Activities

- Southeast Criminal Justice Association
- Manager of Southeast recreational softball team
- St. Charles Lions Club volunteer

Skills and Certifications

- Proficient computer operating skills
- Microsoft Office: Word, PowerPoint, Excel
- RASAC II
- Certifications: first aid certification, CPR, and Class E license

References

Tim Gorman
Preferred Family Healthcare, Supervisor
(314)-729-7050
tgorman@pfh.org

Larry McDowell
McDowell &Associates, owner
(314) 409-9401
larry.mcdowell@mcdowellassoc.com

Dennis Sheehan
Cintrex Audio Visual, previous owner
(314) 560-3625
denniss291@aol.com

JUN 12 2013

No. 7443

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Craig A. Foust

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor II

Awarded on May 13, 2013

Missouri Substance Abuse Counselors' Certification Board, Inc.
MSACCB
Inc. June 1977

President

Secretary

Timothy K. Gorman

EDUCATION:

CRADC- 2006
Bachelors- Psychology- 2003

EMPLOYMENT HISTORY:

Preferred Family Healthcare
10024 Office Center Ave.
St. Louis, MO 63128
9/14/2010 – Present

Clinical Supervisor
Responsibilities:
Supervision over Adolescent Outpatient Substance Abuse Program. Responsible for supervision of Counselors, CSS, RT, Therapists and clerical staff.

Places for People
4130 Lindell Blvd.
St. Louis, MO 63108
11/08-9/10

Substance Abuse Specialist
Responsibilities:
Facilitate group and individual substance abuse education/counseling. Responsible for treatment planning, crisis intervention and social work aspects of clients on our team.

Preferred Family Healthcare
3800 South Broadway
St. Louis, MO 63118

Clinical Supervisor/Counselor
Responsibilities:
Supervision of Adult Outpatient Substance Abuse Program. Responsible for supervision of Counselors, CSS, RT, Therapists and clerical staff.

Provided chemical dependency counseling/education in individual and group settings. Responsible for all aspects of counseling including treatment planning, crisis intervention and working closely with CSS, Therapist to ensure the highest quality of care for our clients.

St. Anthony's Medical Center
10010 Kennerly Road
St. Louis, MO 63128
May 1983 – 2003

Psychiatric Tech, Psychiatric Nurses Aide, Clinical Aide
Responsibilities:

Counsel patients with various psychiatric disorders and/or chemical dependencies, conduct and co facilitate group therapy and group activities, work with families in groups and individual situations. Responsible for making sure patients attend all groups, are on time and have proper personal hygiene. Co facilitate recreational, music and art therapy. Conducted family meetings/interventions, arranged long term and outpatient follow up care for addicts an their families if needed.

Community Work:

Co-designed, facilitated and coordinated Camp Success from 2000-2002, a very successful community summer camp for children ages 6-14 including a special week specifically designed for children with ADHD. The camp focused on drug awareness, self esteem, peer pressure, and communication.

Spoke on many different occasions to middle school students regarding drug awareness, self esteem, and peer pressure.

REFERENCES: Multiple references available upon request.

No. 3167

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Timothy K. Gorman

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

JAIMEE E. HALL

Hall.jaimee@gmail.com

Recent college graduate with exceptional academic and experience background. Talented, resourceful and dedicated student, offering a unique blend of interpersonal, intellectual and practical skills. Creative and enthusiastic in building and managing relationships with peers, co-workers, team members, clients and the general public. Assertive, confident, decisive and committed to professional growth and community contributions. Experience includes:

- **Team Building & Leadership**
- **Project Planning & Coordination**
- **Customer Service**
- **Community Outreach**

Treatment Planning
Clinical Experience
Written & Oral Communication
Direct Care Experience

EDUCATION

Obtained: MA, Criminology/Public Sociology: Expected Graduation: May 2012. Saint Louis University, St. Louis, MO.

Obtained: BA Criminal Justice &BA Sociology: Class of 2010. Saint Louis University, St. Louis, MO (GPA: 3.43/4.0).

College Preparatory Diplomat, 2006. Northwest R1 School District, House Springs, MO (GPA: 4.0/4.0).

SELECTED ACTIVITIES AND ACHIEVEMENTS

Saint Louis University Dean's Scholar. Recipient of Saint Louis University Dean's Scholarship.

Eta Theta Chapter, Delta Gamma Fraternity. International Service and Social Sorority, supporting Service for Sight with philanthropy and service.

Saint Louis University Dean's List

Certifications/Credentials: First Aid, CPR, CRADC

WORK HISTORY

Counselor (F/T): Preferred Family Healthcare (October 2013-present). Responsibilities include assisting individuals with mental illness and/or substance abuse problems, completing intake/screening/assessment process, developing treatment plans for clients in accordance with CARF/state regulatory guidelines, facilitating group counseling, handling crisis situations and developing professional relationships with referral sources and clients.

Community Support Specialist (F/T): Preferred Family Healthcare (June 2012-October 2013). Responsibilities include provide case management and coordination of services including, scheduling treatment, transitional planning, utilizing community resources, and discharge planning. Other responsibilities include facilitating educational groups and regularly communicating with referral sources/guardians regarding consumer care.

Youth Care Specialist (F/T): Edgewood Children's Center (April 2011-June 2012). Worked in direct care of youth diagnosed with Autism Spectrum Disorders (MD/DD) and those considered to be "at risk". Responsibilities include providing for physical and emotional needs of youth, instruction and demonstration in establishing relationships and basic living skills, and implementing treatment plans.

Assistant Manager/Bartender: Laclede Street Bar and Grill (2009-2011). As a manager, I was accountable for fifteen employees, as well as up to 350 clientele on any given night. Responsibilities included ordering, inventory, scheduling, payroll, coordinating events and promotions, running nightly reports, calculating daily deposits, and maintaining a strong team environment.

Intern, Alternatives to Violence Program. (2008). Instructed a monthly hands-on workshop with juveniles from the St. Louis Juvenile Detention Center (Delmar). Alternatives to Violence Program focuses on coping skills, team building, and expressing emotions in a healthy way.

REFERENCES FURNISHED UPON REQUEST

No. 7012

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

JAIMEE E. HALL

has met all the standards and qualifications required of an alcohol drug counselor as determined by the Credentialing Board and is hereby conferred the title of

CERTIFIED RECIPROCAL ALCOHOL DRUG COUNSELOR

Awarded on SEPTEMBER 30, 2013

President

Alicia Ozenbergen MACSAPP

Secretary

Amanda Harris

Education:

- Maryville University (January 2010 – May 2012)
  650 Maryville University Dr.
  St, Louis, Mo 63141
  Master of Art in Rehabilitation Counseling

- Fontbonne University (August 2007 – May 2009)
  6800 Wydown Blvd.
  Clayton, Mo 63105
  Bachelor of Art in Psychology

- Meramec Community College (August 2005 – May 2007)
  11333 Big Bend Rd.
  St. Louis, Mo 63122
  Associate Degree in General Studies

Credentials:

- Provisional License Professional Counselor (January 6, 2013-January 6th, 2015)
- RASAC II

Employment:

Preferred Family Healthcare (January 2011 – Present)
10024 Office Center Ave.
St. Louis, Mo 63128

- Therapist - Responsible for assisting individuals with mental illness and/or substance use disorders to improve their ability to perform tasks in their daily living and working environments as well as provide clinical guidance.
- Associate Counselor – Responsible for assisting individuals with mental illness and/or substance abuse problems to improve their ability to perform tasks in their daily living and working environments with close supervision.
- Community Support Specialist – Responsible for providing access to services in the community and community support services for individuals with mental illness and/or substance abuse problems onsite and/or within the community.
- Rehabilitation Technician – Responsible for running groups; individual counseling; case management; clerical work.
- Graduate internship (600 hours) – Responsible for working with clients on an individual basis; assisted in family therapy sessions with therapist; helped therapist with paperwork, such as client risk assessments, safety plans, progress notes.

S.A.F.E Alternatives (May 2011 – August 2011)
330 North gore Ave.
St. Louis, Mo 63119

- Graduate Practicum (300 hours) – Responsible for running groups on unit; observed unit groups and individual sessions; assisted therapist in paperwork, such as progress notes and group notes.

St. Anthony's Hyland Behavioral Health (February 2010 - January 2011)
10018 Kennerly Rd.
St. Louis, Mo 63128

- Psych Technician – Responsible for running groups on unit; patient care.

Child Center Marygrove (August 2009 – February 2010)
2705 Mullanphy Dr.
Florissant, Mo 63031

- Residential Technician – Responsible for overall child care of the cottage; Assisted adolescent females in becoming responsible young adults and educated on life skills.

Comtrea Inc. (January 2009 – May 2009)
21 Municipal Dr.
Arnold, Mo 63010

- Undergraduate Internship –C-STAR program. Observed groups in program throughout the day.

References upon request

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH JANUARY 06, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013000465

AMANDA M HARRIS
KATHLEEN PEACOCK-2008011266
PREFERRED FAMILY HEALTHCARE
10024 OFFICE CENTER AVE STE 100
SAINT LOUIS MO 63128
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

No. 7466

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Amanda Harris

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor II

Awarded on May 31, 2013

Cliff Jo Carrie
President

Alicia Oxenberg MACSAPP
Secretary

DAVID HEDRICK

BACKGROUND SUMMARY

Over 14 years of face to face counseling that has included adults, teens, children, couples, families and groups. Experienced in speaking and training in parenting, grief, relationships and the effects of the mental attitude on sports performance. Treat a variety of issues including anxiety, depression, OCD, anger, addictions and relationships. Managed faculty, students and volunteers in a high school setting.

- Relationship Management
- Seminar Development
- Networking
- Staff Management
- Client Development

EXPERIENCE

PREFERRED FAMILY HEALTHCARE

Therapist

- Adolescent therapist counseling co-occurring clients.
- Work with treatment team developing treatment plans for clients.
- Perform drug tests on clients.
- Staff clients with team in order to determine client's readiness for discharge.
- Conduct family therapy

SPORTS COUNSELING

- Work with athletic teams and individuals teaching them to visualize, focus, build leadership skills and build character.

MEIER CLINICS, St. Louis, MO

Therapist

- Counseled clients on marital and family issues, addictive behaviors and parenting skills.
- Proposed action plans to control anxiety and depression.
- Launched a satellite clinic and promoted the services, location and counseling expertise.
- Supervised interns and provided feedback on counseling skills. Maintained performance records and prepared status reports.

MISSOURI BAPTIST CHILDREN'S HOME
FARMINGTON CHILDREN'S HOME

Therapist

- Provided therapy for teens with behavioral problems and substance abuse issues.
- Coordinated treatment plans with case managers.

GRACE CHRISTIAN SCHOOL, St. Louis, MO

Teacher/High School Principal

- Managed the administration of a high school, with attendance of 100 students and 10 staff members.
- Hired and developed staff and scheduled classes and meetings.
- Directed high school activities and administered disciplinary actions.
- Partnered with the Elementary School Principal to integrate elementary and high school vision and values, thus promoting a unified environment.

MIDSTATES TEXTBOOKS, St. Charles, MO

Owner

- Sold over 10,000 textbooks on an annual basis throughout 12 Missouri and Illinois counties.
- Developed and maintain key relationships with over 400 professors on 30 college campuses and 12 Book Store Managers.
- Solicit sales by conducting face-to-face meetings with professors, secretaries and textbook managers to establish relationships and promote future business.
- Market product by determining needs and delivering customer service utilizing outstanding listening and interpersonal skills.
- Manage business by controlling inventory, distributing payments and determining sales and profit margins.
- Direct the shipping logistics and validate receipt of products.
- Analyze buying trends by researching current and future textbook values based on marketability and supply and demand.
- Boost sales by submitting proposals to the textbook managers twice a year to procure multiple copies of various textbooks.
- Ensure a continuous cash flow by balancing daily sales transactions and monitoring inventory.
- Sought after #2 Sales Manager in the country to enhance industry knowledge and improve selling techniques. Trained with this Sales Manager in New York over a four-day period, resulting in increased sales volume.

EDUCATION

M.Ed Counseling
University of Missouri- St. Louis, St. Louis, MO

BA Christian Education Administration
Central Bible College, Springfield, MO

LICENSURE

Licensed Professional Counselor – Missouri Lic. #2011025159
Licensed since 1997

VOLUNTEER AFFILIATIONS

Participated in two missions trips to Mexico building houses for those in need and a chapel for a Bible College.

JUL 08 2013

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2011025159

DAVID K HEDRICK

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

COPY

Geoffrey Xavier Jiles

Career Focus

- A highly organized recent graduate and effective team player with nearly 3 years of progressive experience in behavioral health and corrective environments, seeking a position that will allow for full utilization of education and background..

Summary of Skills

- Able to empathize with clients and develop trust relationships while remaining emotionally unattached to the situation
- Knowledge of CSTAR case management
- Addictions specialist
- CPR/First Aid, and AED certified
- Proficiency with Windows and Microsoft applications
- Aptitude to evaluate services within assigned program and give input
- Counsel individuals, families, and groups, providing information for referrals.
- Able to work independently and as a member of a team
- Perform well in high-demand, fast paced environments.
- Interpersonal, oral, and written communication skills
- Comfortable with diverse populations

Accomplishments

- Achieved departmental goals and objectives by instituting new processes and standards for in-patient care.
- Collaborated with RN's and LPN's to effectively maintain the operation of the medicated assisted treatment (MAT) clinic.
- Acted as the direct care department's "go-to" person for challenging calls and as the primary mentor for new employees.
- Successfully provided quality care to nearly 1,000 consumers in a substance abuse rehabilitation center.
- Completed extensive crisis prevention and intervention training programs.
- Designed and suggested new display ideas to improve accessibility to merchandise, which increased sales by 20%.
- Earned "Top Seller" for four consecutive months in 2009.
- Spearheaded fund raising effort for Habitat for Humanity charity event, successfully raising $4000.
- Dean's List Academic Achievement Award recipient from 2007 - 2012

Professional Experience

Community Support Specialist — 3/2013- present

Preferred Family Healthcare(Adolescent) — St. Louis, Missouri

- Complete community support assessment/initial discharge
- Linking families with services in the community.
- Represent the agency in the community in a professional matter
- Assist client/ family in transitional planning
- Work with a treatment team to asset the client in meeting treatment goals
- Correct any chart deficiencies
- Develop and maintain clinical records and program documentation according to organization standards, such as assessments, treatment plans, and progress notes

Rehabilitation Technician — 10/2010- 3/2013

Preferred Family Healthcare(Adult) — Jefferson City, Missouri

- Facilitate educational and recreational groups in substance abuse treatment groups for adults
- Assist clinical staff in the delivery of client treatment
- Providing orientation to clients served.
- Provide transportation for clients

08/2005 - 12/2008

Office Assistant/Alumni Affairs (Work study)

Jefferson City, Missouri

Lincoln University, Mo

- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Assist with set up of different Alumni events namely during Lincoln University Homecoming.
- Worked on other fund raising events sponsored by the Office of Alumni Affairs.
- Filed documents.

Sales Associate/ Hardware associate 03/2008 - 08/2008

Wal-Mart Jefferson City, Missou

- Worked as a team member performing cashier duties, product assistance and cleaning.
- Stock shelves
- Mix paint for customers

Education

Bachelor of Science: Lincoln University, Mo – Criminal Justice May 201

Jefferson City, Missouri United States

- 3.52 GPA
- Advanced coursework in Criminal Justice w/ emphasis in Psychology
- All course work completed before commencement date in May 2013
- Attended National Park Service Conference in 2009 for future Law Enforcement
- Founding member of C.H.I.E.F.S. (Common Hands Influencing and Empowering Fellowship)

High School Diploma: Parkway South High – General studies May 20(

Manchester, Missouri United States

- 3.73 GPA
- South STAR Academic Achievement Award
- Student of the year 2004-2005 in the Industrial Technology department
- Captain of the Track in Field 2002-2005

Cindy S. Jones

Education:

Central Missouri State University, Warrensburg, Missouri
Master of Science Degree; Psychology; July 1999; Summa Cum Laude.

Park College, Parkville, Missouri
Bachelor of Science Degree; Social Psychology; July 1996; Summa Cum Laude.

Arkansas State University, Jonesboro, Arkansas
65 undergraduate credits.

License:

Licensed Professional Counselor (LPC). Missouri
Department of Economic Development, November 9, 2001. License # 2001029775.

Experience:

Preferred Family Healthcare, St. Louis, Missouri
Program Director, Adolescent Programs February 2012-Present

- Ensure compliance with applicable regulatory standards related to grant funding through the Children's Services Fund (tax program).
- Provide oversight of performance targets within specified time frames.
- Coordinate interagency resources.
- Assist the grant writing department in responding to new business.
- Ensure staff and departments' operation adherence to policies and procedures.
- Coordinate the workflow of departments.
- Monitor services provided to clients to ensure adequate and appropriate delivery of services.

BJC Behavioral Health, Farmington, Missouri
Clinical Supervisor October 2009-January 2012

- Provide clinical supervision to case managers and a van driver under the Juvenile Justice Grant.
- Perform quality reviews of documentation and individual coaching to team members on a weekly basis.
- Attend IEP, System of Care (SOC), and Family Support Team meetings to ensure that services provided were appropriate to client needs and coordinated well amongst agencies.
- Attend finance meetings and manage a budget for the Juvenile Justice Grant of $300K per year.

- Work on program development and serve as a liaison with the juvenile officers and school counselors.
- Review reports to monitor billing, client engagement, expenditures, and clinical documentation.

BJC Behavioral Health, Farmington, Missouri

Therapist July 2004-October 2009

- Provide individual and family therapy to clients with severe mental illness who are also receiving psychiatry and case management services through BJC Behavioral Health.
- Provide group therapy to troubled teenagers who are either detained at the St. Francois County Juvenile Detention Center or on probation for criminal offenses. Group topics included Anger Management, Healthy Relationships, and Conflict Resolution.
- Provide therapy through the Employee Assistance Program (EAP) to individuals and families that are employed by contracted companies.
- Provide crisis intervention to schools and private companies following traumatic events.

BJC Behavioral Health, St. Louis, Missouri

Clinical Case Manager September 1999-October 2003

- Developed individualized treatment plans and completed comprehensive psychosocial/clinical assessments with special attention given to cultural differences.
- Established trusting relationships with clients to aid in identifying and achieving goals.
- Authorized, coordinated, monitored, and provided linkage to community providers and adjusted services as clinically indicated.
- Demonstrated knowledge of mental illness, psychotropic medications, managed care, and short-term treatment approaches.
- Taught both simple and complex skills including social, cognitive, physical and emotional in order to maximize opportunities for clients.
- Displayed knowledge of health issues and their impact on mental illness.

Pathways Community Behavioral Healthcare, Inc., Warrensburg, Missouri

Intern January 1999-July 1999

- Assisted in the assessment and documentation of client eligibility for services.
- Taught community living skills, advocated for clients, coordinated delivery of mental health services with other agencies, provided guidance and support, monitored client progress in organized treatment programs, prepared and revised individualized treatment plans, and provided individual assistance to clients in accessing public services.

- Designed and implemented group interventions for adolescents ages ten through seventeen who were at risk for out-of-home placement due to severe emotional disturbances. Group topics included, but were not limited to, anger management, self-esteem, and conflict resolution.

Park College, Malmstrom Air Force Base, Montana
Administrative Specialist March 1995-May 1997.

- Assisted the administrator in all facets of the operation of the facility. Primary duties included registration, accounts receivable, financial aid, deposits/cashiering, information dissemination, and record keeping.

Computer Skills:

Microsoft Office, Windows 7, GroupWise, Microsoft Outlook, Profiler-Electronic Medical Record.

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2001029775

CINDY S JONES

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

ANGELA MCNEAL

Career Objective:

To secure a Counseling/Therapist position within Preferred Family Healthcare which will allow me to utilize, and further develop my clinical skills. Once I'm committed to a job, I approach it with tremendous intensity. I'm committed to a professional relationship that helps diverse individuals and families, to work through life's challenges such as substance abuse, mental health, and a enhanced quality way of life.

Education:

1/2010-8/2012 — *Lindenwood University, St. Charles, Missouri*
Master Professional Counseling

8/1986-5/1991 — *Lincoln University, Jefferson City, Missouri*
Bachelor of Science Degree in Sociology 1991

Work Experience:

6/2012-Present — ***Preferred Family Healthcare, St. Louis, Missouri, Community Support Specialist***
Responsible for providing access to services in the community and community support services for individuals with mental illness and/or substance abuse problems onsite and/or within the community.

1/2012-6/2012 — ***Preferred Family Healthcare, St. Louis, Missouri, Counseling Internship***
Responsible for individual session, family therapy session, and facilitating group counseling with adolescent with substance abuse problems. Educate clients in improving their ability to perform task in their daily living environment.

1999-2009 — ***Chrysler LLC, Fenton, Missouri, UAW136 Civil and Human Rights Rep***
Promote Diversity Awareness, Scholarship programs, Promote policies and practices that will prevent occurrences of discrimination and harassment in the work place. Identifying instances where discrimination problems may negatively affect the work place by exchanging information, expertise and advice in order to improve the plants environment. Prevention is also important when conducting investigation into the cause of equal employment opportunity, discrimination and sexual harassment problems that may reoccur in the work place.

1994-2009 — ***Chrysler LLC, Duties consist of: Team Leader,*** *Responsible for learning and performing all job within my team, ensure that all team members are properly trained on all jobs within the team, instruct others effectively, responsible for assisting in establishing team SQDCM goals. Perform repairs in team area to assure in station quality and ensure that all non fixable defects are properly identified for later repairs. Assure that our team follows safety rules and regulations. Maintain a clean team work area and oversee proper processing of scrap and salvage. Display strong leadership skills while maintaining mutual trust and respect with employees in the plant.*

Personal Attributes:

I'm accustomed to accepting responsibility. I am capable of working with people at all levels. I'm able to plan, organize, develop, implement, and coordinate programs and special projects.

Reference: Upon Request

No. 7018

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Angela McNeal

Continues to meet the standards and qualifications of a Recognized Associate Substance Abuse Counselor II as determined by the Board.

President

Expiration Date: 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

10/3/2012

KATHLEEN A. MITCHELL MS, LPC

Skills

Diagnostic assessments
Treatment plans
Individual therapy
Parenting skills
TF-CBT training
Choice Theory
Cognitive-Behavioral Theory
Person-Centered Therapy
In home therapy
Career counseling
Family therapy
Guided Imagery

Education

M. S. Counseling — Missouri State University, Springfield, MO
B. S. (Cum Laude) Crime and Society — Missouri State University, Springfield, MO

Relevant Experience

Therapist, Preferred Family Healthcare, St. Louis, MO — 5/11-present

- Counsel adolescents and their families regarding substance abuse issues along with any co-occurring mental health issues and their symptoms
- Utilize Trauma Focused-Cognitive Behavioral Therapy training to treat clients with past traumatic events in coping with the event and various symptoms of the trauma
- Complete intake/screening/assessment processes as designated by DMH, CARF, and company guidelines for new and returning clients
- Develop treatment plans with clients that reflected their individual and family needs
- Participate in clinical staff meetings
- Provide clinical consultation when needed to treatment staff, school personnel, and other agencies in order to provide continuous care to clients
- Facilitate group therapy, psycho educational group therapy, individual therapy, and family therapy
- Prevent, stabilize, and treat any crisis situation that arises with the clients of the agency
- Meet with clients for therapy in the home, agency, or school settings to provide for the client's and family's needs
- Supervised one practicum student and one internship student
- Trained new staff on the company's diagnostic assessment
- Provide guidance and on-site training for substance abuse counselors regarding mental health issues
- Assist administrative supervisors with on-site trainings as needed

Counselor, Midwest Counseling and Consulting, LLC, St. Louis, MO — 7/08-8/11

- Counsel children, adults, and families with a variety of mental health issues from adjustment disorders to personality disorders during in home therapy sessions
- Employ guided imagery and journaling therapeutic techniques to assist clients in daily life
- Utilize Person-Centered, Cognitive, and Feminist Therapies in therapy sessions to establish a therapeutic foundation along with applying relevant therapy techniques to sessions
- Engage clients in the development and usage of their treatment plans and diagnostic assessments
- Develop rapport and built a foundation of trust with clients
- Process clients' reactions, thoughts, and feelings regarding each client's progress in their quest for change to help them resolve their issues

Contracted Case Management Oversight Specialist, Children's Division, St. Louis, MO — 2/08-12/08

- Provide technical assistance/Coordination with contracted agencies in order to assist them with best practices
- Discuss concerns with contracted agency personnel and advise of the best practices
- Track case enrollments and disenrollments along with attending case reviews in order to ensure children in foster care served by contract agencies are receiving the appropriate services
- Prepare and track quality improvement forms concerning contracted agencies and confirm the issue has been resolved

Children's Service Worker II, Children's Division, Hillsboro, MO 8/06-2/08

- Manage a caseload of foster care children to ensure quality child care
- Facilitate Family Support Team meetings to decide on alternatives to foster care and family reunification objectives
- Provide referrals for family support services to assist the family in choosing healthy decisions to promote safety and security within the family unit
- Give recommendations to the court on the permanency placement for the children in my caseload such as continued foster care, family reunification, adoption, or guardianship

Margaret Murphy

Objective: MSW seeking clinical position to gain additional knowledge and expertise in field of social work.

Education:

University of Missouri St. Louis
Masters in Social Work (MSW), 2006
Lindenwood University, St. Charles, Mo
Bachelor of Arts in Social Work, 2002
St. Louis Community College at Florissant Valley
, General Transfer Studies, Attended 2 years 1996-1999
McCluer Senior High
Graduated June 1996

Professional Experience:

• **August 2012-Current-Preferred Family HealthCare, Therapist-** Responsibilities include facilitating group counseling, family conferences, and individual sessions with individuals with mental illness and/or substance abuse problems to improve their ability to perform tasks in their daily living and working environments as well as provide clinical guidance. Other responsibilities include intake, screenings, and assessments, assisting consumers through the transition process and developing treatment plans. **Supervisor Gerald Dennis**

• **August 2010-April 2012-Preferred Family HealthCare, School Team Coordinator-** Assist clinical supervisor and local school districts is assigned training, curriculum, assessments, documentation, and reporting for School Team programs. Responsibilities include initiating and attending meetings with schools to set up school based initiative, provide training, consultation,education,and referral for Team of Concern and provide and supervise direct services to consumers and significant others. Additional duties include organizing, implementing, and conducting a variety of awareness activities in school with students, faculty, parents, and in the community. **Supervisor Keely Finney MSW**

• **November 2002-August 2010 -Adapt of Missouri, Community Support Specialist (MSW/QHMP).** Job duties include assisting mentally ill adults within the community to develop skills to manage their mental illness. Assisting them with maintaining their housing and developing a broad range of life skills from personal hygiene/grooming to interpersonal relationships. **Supervisor Katie Burchett PLPC/QMHP;**

•**January 20008- December 2008- Adapt of Missouri Counseling Department-** Working with adults on learning coping skills, learn to resolve concrete problems in daily functioning (problem focused, solution oriented), or relieve/address symptoms resulting from maladaptive thoughts, feelings, and/or interpersonal disturbances. **Supervisor Jill Taylor**

• **November 2001-October 2002- Residential Technician, Mary grove Treatment Facility** -Assisted teenage females with their daily routine in a transitional living program at Sequoia House for girls. **Supervisor Angelique White**

Professional Training

• **December 2005- December 2006 Practicum Student at Kids in the Middle-** As a practicum student job duties consisted of co-facilitating 3-5 therapy groups for children ages 3-19, participate in weekly group & individual supervision, facilitate a parent support group and/or court program, facilitate two school groups through the school groups program, assist with parent meetings, clinical recording, along with group planning. **Supervisor Patti Voss**

Licensure: • **Presently in LCSW Supervision/Provisionally Licensed-** August 2007- Current – Supervisor Brett Woolsey MSW/LCSW

Skills:
*Microsoft Word, Excel, and Power Point
* Lotus Notes
*Strong written and verbal skills
*Experience with group work and giving presentations
*Interpersonal skills
*Experience with facilitating / co-facilitating groups.

References: Available upon request

Robert J. Pacanowski II

EDUCATION

Bachelor of Arts in Psychology, Truman State University
Cumulative G.P.A. 3.76 / 4.00
Degree Awarded May 5, 2007
Institutional Honors: Magna Cum Laude, President's Recognition in Psychology

Master of Arts in Counseling, Truman State University
Cumulative G.P.A. 4.00 / 4.00
Expected Graduation in December, 2011

EXPERIENCE

Counselor
Preferred Family Healthcare, Kirksville, MO
2008 – Present
- Provided case management for persons recovering from substance abuse
- Taught classes and led therapy for consumers on many drug education and counseling topics

Personal Care Assistant
Behavior Intervention Services, St. Louis, MO
2008
- Worked under therapists to implement behavior plans
- Provided in-home and in-community support to autistic individuals

Childcare Worker
Edgewood Children's Center, St. Louis, MO
2006 – 2007
- Worked with emotionally disturbed children in a residential facility

Applied Psychophysiology Research
Dr. Fred Shaffer (Faculty Mentor), Truman State University
2005 – 2007
- Carried out experiments on subjects in biofeedback studies

Cognition, Perception, and Performance Research
Dr. Karen Smith (Faculty Mentor), Truman State University
2006 – 2007
- Assisted in designing research on implicit and explicit memory

Student Teacher
Child Development Center, Truman State University
2004 – 2006
- Trained in skills to mentally engage children in problem solving

Robert J. Pacanowski II cont.

PAPERS PUBLISHED

Applied Psychophysiology and Biofeedback, Vol. 32, No. 1, March 2007
Patient Conversation Raises Blood Pressure and Heart Rate by Bryan Sappington, John Whipple III, and Robert Pacanowski (Fred Shaffer, Ph.D. as Faculty Mentor)

PAPERS PRESENTED

Midwestern Psychological Association Annual Meeting
Chicago, Illinois, May 2007
Studying or Testing: Difference in Intentionally and Unintentionally Learned Information by Robbie Pacanowski, Lauren Kienstra, and Becky Define (Karen Smith, Ph.D. as Faculty Mentor)

Student Research Conference
Truman State University, April 2007
Patient Speech Alters Respiration Rate, Blood Pressure, and Heart Rate by Adam Kabins, Robbie Pacanowski, Lee Rabey, Michael Faddoul, Justin Ryder, and Benjamin Layne (Fred Shaffer, Ph.D. as Faculty Mentor)

Electronic Helping Behavior as Related to the Bystander Effect by Lauren Kienstra and Robbie Pacanowski (Robert Tigner, Ph.D. as Faculty Mentor)

Association for Applied Psychophysiology and Biofeedback Annual Convention
Portland, Oregon, April 2006
Patient Conversation Raises Blood Pressure and Heart Rate by Bryan Sappington, John Whipple III, and Robert Pacanowski (Fred Shaffer, Ph.D. as Faculty Mentor)

ACTIVITIES

Campus Crusade for Christ, Truman State University
2004 – 2007
- Assisted in New Orleans relief project, Spring 2006 and Spring 2007

HONORS & CERTIFICATIONS

- Outstanding Achievers Award at Preferred Family for obtaining yearly contact hours: 2009
- 4 Certificates of Commendation from Preferred Family Healthcare
- CADC (Certified Alcohol and Drug Counselor) Certified: 2010 – 2011
- RASAC II (Recognized Associate Substance Abuse Counselor II) Certified: 2008 – 2010
- President's List for 2 semesters: Fall 2006, Spring 2007
- Vice President's List for 5 semesters: Spring 2004, Fall 2004, Spring 2005, Fall 2005, Spring 2006
- CPI Nonviolent Crisis Intervention Trained and Certified: 2008 – 2010
- CPR and Basic First Aid Trained and Certified: 2008 – 2012
- Mandt Behavioral Management Training Trained and Certified: 2006 – 2008
- Member of Psi Chi, National Honor Society in Psychology

No. 4397

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

NOV 04 2

Robert J. Pacanowski II

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Shala R. Phillips

Education

Master of Arts in Counseling Lindenwood University August 2013

Master of Arts in Teaching Lindenwood University December 2006
Missouri Teaching Certification in Career and Technical Education 9-12

Master of Arts in Management Webster University December 2006

Bachelor of Science-Business Administration SIU-Edwardsville December 2001

CRADC-Certified Reciprocal Alcohol and Drug Counselor

Professional Experience

Substance Abuse Counselor
2012-Present Preferred Family Healthcare
- Facilitate group counseling, group education, and individual sessions with individuals with mental illness and/or substance abuse problems to improve their ability to perform tasks in their daily living and working environments
- Intake, screenings, and assessments, assist consumers through the transition process and develop treatment plans
- Advocate for clients and families
- Participate in staffing of clients to ensure continuity of care
- Connect families with services in the community
- Maintain communication with necessary parties regarding client's treatment progress

Mobile Outreach Team
2013-Present Behavioral Health Response
- Performs high quality clinical assessments with excellent customer service skills.
- Uses sound clinical judgment to develop an individualized, comprehensive treatment plan to assist clients in establishing necessary mental health services.
- Assist clients to coordinate resources in the community regarding individualized needs

Business Education Teacher & Professional Learning Community (PLC) Leader
2008-2010 Ritenour School District
- Created programs/lessons of study that met individual needs, interest, and abilities of learners
- Facilitated Business Education courses
- Utilized ongoing assessments and data toolkit to monitor student achievement
- Led weekly meetings regarding curriculum, student progress and assessment
- Communicated expectations, criteria for assessment, and individual progress
- Assessed students' special needs
- Collaborated with school services and community agencies

Coordinator, Teacher Certification
2007-2008 Webster University School of Education
- Evaluated transcripts and advised students
- Communicated and implemented necessary program changes
- Supervised and trained team of student workers
- Recommended course schedules based on forecasted academic and enrollment requirements
- Processed and verified all applications for teacher certification
- Communicated pertinent information to school districts

No. 6750

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Shala R. Phillips

has met the standards and qualifications required of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Credentialing Board.

President

Expiration Date: **October 31, 2015**

Lauren Powell

Objective:
Obtain a position working with children, youth, and adults where I can perform services as a mentor to assist children and adults in reaching their goals and objectives.

Education:

Jan 2012-present	Lindenwood University	St. Charles, Missouri

Masters of Arts: Professional counseling (graduation date of May 2014)

Aug 2006- May 2011	Lincoln University	Jefferson City, Missouri

Bachelors of Science: Criminal Justice with minors in psychology and sociology (graduation date of May 14, 2011)

Experience:
April 2013-present
Community Support Specialist — Preferred Family Healthcare — St. Louis, Missouri

Complete initial paperwork on each client on caseload; maintain case management progress notes on all clients; assist client with life skills, pro-social activities, and coping skills; help clients to modify attitudes and patterns of behavior by increasing understanding of the nature and source of personal problems while identifying and building on personal strengths.

Experience:
Oct. 2012-present — Neighborhood Houses — St. Louis, Missouri
Program Specialist — Hodgen Elementary School

Create lesson plans for school aged children (K-6); assist with homework; monitor children in classroom; and follow through with creative activities for the children.

Experience:
Nov. 2011-Aug 2012
Youth Specialist II — State of Missouri DYS — Hillsboro, Missouri

Oversaw small groups of 13 at risk youths enrolled in the treatment facility; coordinated with licensed clinicians in the development and implementation of youth treatment programs; and monitored and evaluated facility based youth treatment programs.

Experience:
Dec 2009- Nov. 2011 — Heisinger Bluffs Nursing Home — Jefferson City, Missouri
Certified Medication Aide

Responsible for ordering, preparation and administering medicine for dementia and Alzheimer's residents; daily monitoring and evaluation of mental degradation of residents; and provide recommendation for changes to resident treatment plans for charge nurses and doctors.

Dec.2009-March 2010 — Missouri Community Alternatives — Jefferson City, Missouri
Direct Support Staff

Supervised groups of adult males with mental disabilities in a harmonious living and positive productivity; assist in the development and implementation of personal treatment plans for individual clients; and provided encouragement for growth, interaction, and interactivity among others.

Jan 2008-March 2009 — Trusted Home Care Incorporated — Jefferson City, Missouri
Nursing Assistant/Professional Practicum

Developed and modeled therapeutically appropriate and positive relationship with young adolescent; assisted patient with cerebral palsy in coping with day-to-day activities and challenges; and ensured the highest level of general health care of patient was sustained.

May 2009- Aug 2009 Uta Halee and Cooper Village Omaha, Nebraska
Youth Care Worker

Oversaw small groups of 15 at risk youths enrolled in the treatment facility; coordinated with licensed clinicians in the development and implementation of youth treatment programs; and monitored and evaluated facility based youth treatment programs.

Continuing Professional Training and Experience:
2008 Summer Orientation Leader, Lincoln University, Jefferson City, MO
2009 Big Brothers Big Sisters Mentor Program, Jefferson City, MO
2009 Therapeutic Crisis Intervention Training, Uta Halee and Cooper Village, Omaha, NE
2010 Cole County Sheriff's Department (*Internship*), Jefferson City, MO
2011 Current Member of Delta Sigma Theta Sorority, Incorporated, Lincoln University, Jefferson City, MO
2012 Physical Crisis Prevention and Intervention, Hillsboro Treatment Center, Hillsboro, MO
2012 CPR and Standard First Aid, Hillsboro Treatment Center, Hillsboro, MO
2013 Mentor, St. Louis Metropolitan Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated, St. Louis, MO
2013 Crisis Management Training, St. Louis, MO
2013 Cultural Diversity Training, St. Louis, MO
2013 Prevention of Abuse and Neglect Training, St. Louis, MO
2013 Collaborative Documentation Training, St. Louis, MO

Elizabeth D. Rand

EDUCATION

Maryville University — St. Louis, Missouri
Masters of Arts - Rehabilitation Counseling — Anticipated August 2013

Maryville University — St. Louis, Missouri
Bachelor of Arts — Psychology — May 2008
Minor — Sociology

EXPERIENCE

Community Support Specialist — St. Louis, Missouri
Preferred Family Healthcare — August 2013 – Present

Provides services to adolescents in order to increase the individual's community participation while achieving recovery from substance abuse disorders as designated from their individual treatment plans.

Agency Responsibilities

- Provide one-on-one and group services with a rehabilitation focus
- Provide person-centered care based on individual treatment goals
- Develop, implement and update client's treatment plans that include specific, measurable and individualized interventions
- Provide services and/or referrals in the following areas:
  - Employment
  - Education
  - Housing
  - Pro-Social Activities
  - Abstinence/harm reduction
  - Legal involvement
  - Family involvement
  - Overall Health and Wellness

Rehabilitation Technician — St. Louis, Missouri
Preferred Family Healthcare — May 2013 – August 2013

Intern — St. Louis, Missouri
Preferred Family Healthcare — January 2013 – August 2013

In-home Childcare Provider — St. Louis, Missouri
February 2011 – Present

Currently working as a nanny to provide in-home childcare to one child (age 1 year).

Childcare Responsibilities

- Maintain high levels of creativity, spontaneity, and energy in order to provide a positive, supportive environment.
- Balance various roles such as authority figure, nurturer, educator, caretaker and role model

Practicum Student — St. Louis, Missouri
ALIVE — May 2012 – August 2012

Provided assistance to counselors in the agency, while also providing aid to individuals who are in an environment of intimate partner violence.

Agency Responsibilities

- Crisis line training
- Crisis call intervention
- Safety planning
- Client intake interviews
- Client intake documentation
- Court advocacy

Early Childhood Teacher
The Goddard School — St. Louis, Missouri
Sept 2009 – Dec 2010

Worked as an early childhood teacher to children ages 18 months through 24 months, in addition to spending ample time in all age rooms, from infant through kindergarten.

Classroom Responsibilities

- Emotional, social, cognitive and physical care of children on a daily basis.

- Communicate with children's parents on a daily basis regarding cares or concerns of the children.

Professional Responsibilities

- Working as a team with Co-Teachers, School Director and School Owners
- Presenting ideas and ways in which the classroom can benefit in regards to the children's education

In-home Childcare Provider St. Louis, Missouri

January 1998 – August 2009

Worked as nanny to provide in-home full time childcare to 3 children ages 16, 12 and 6 and managed routine requirements of running a household for a minimum of 40 hours a week. Responsibilities included all aspects of childcare and home management.

Childcare Responsibilities

- Provide physical, mental and emotional care of 3 children in various ages including planning, preparing and serving timely and nutritionally balanced meals, administering medication as required, ensuring quality play times, structured reading, homework and learning times, enforcing sufficient rest times.

CIVIC CHARITABLE & PERSONAL ACTIVITIES

Member of Pi Gamma Mu (Social Science Honor Society), Member of Psi Chi (Psychology Honor Society); Rustic Pathways, Volunteer in Australia and Fiji Islands to teach children about United States and assist in the building of schools (Summer 1997); Volunteer, Edgewood Children's Center (May 1999).

KIMBERLY ROGERS

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CASE MANAGER

Adolescent Services-At Risk Youth – Crisis intervention
Psychology (w/minor in Social Work) – Service Referrals – Family Support

Six years of experience in social services, with proven ability to act as a case manager, investigator, and care provider. Supervised and guide groups of at-risk youth; able to establish strong rapport with juveniles while maintaining role as authority figure and mentor. Investigate and assess abuse, neglect, domestic violence and exploitation claims. Foster effective discourse with families. Excellent interviewing and leadership abilities facilitate support team meetings with families and community agencies. Prepare thorough, accurate reports; work well independently and as a team member. Possess superior time management and organizational skills.

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PROFESSIONAL EXPERIENCE

PREFERRED FAMILY HEALTHCARE, St. Louis, MO **2009-Present**
Associate Counselor

Participate in screening/assessment process under the direction of licensed/certified therapist within appropriate time frames as designated by State Regulatory/CARF/agency standards.

Develop treatment plans for clients in accordance with State Regulatory/CARF guidelines that demonstrate evolution and individualization based on information gathered from assessments under the supervision of licensed/certified therapist.

Complete any and all correspondence in a timely fashion.

Participates in clinical staffing/team meetings, providing feedback on all pertinent cases.

DEPARTMENT OF SOCIAL SERVICES, St. Louis, MO **2001- 2008**
Children's Service Worker II

Respond to hotline reports of suspected child abuse, neglect, and exploitation. Initiated time sensitive investigations and conducted family assessments. Prepared documentations on findings and testified in court. Also work with Surrounding Police Departments for further needed investigations.

ST. LOUIS COUNTY SPECIAL SCHOOL DISTRICT, St. Louis, MO **1999- 2001**
Assistant Teacher at Hawthorn Psychiatric Hospital

Assist the teacher in classroom duties. Prepare classroom assignments. Work with school counselors. Communicated with the students on their Concerns and needs in reference to school work. Students at Hawthorne Were children who had mental and physical disabilities?

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EDUCATION AND COMPUTER SKILLS

Bachelor of Arts in Psychology w/ minor in Social Work, Missouri State University, Springfield, MO. Microsoft Office products including Word, Excel, and Outlook; Lotus Notes

No. 6571

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Kimberly S. Rogers

Continues to meet the standards and qualifications of a Recognized Associate Substance Abuse Counselor II as determined by the Board.

President

Expiration Date: 10/31/2014

JOSEPH E. SCOGGIN JR.

EMPLOYMENT EXPERIENCE

Employer: Preferred Family Healthcare
Position: **Therapist**
Location: 11255 Olive Blvd. Creve Coeur, MO 63141
Duration: 01/2012-Present
Responsibilities: Provide psychotherapy to adolescent substance abusers & their families many of whom have dual diagnoses with the goal of drug and/or alcohol abstinence and an improvement in family relationships.

Employer: Sankofa Counseling Services, LLC
Position: **Psychotherapist and CEO**
Location: P. O. Box 8114 Saint Louis, MO 63156
Duration: 06/2005-01/2012
Responsibilities: Counseled adolescences and family members regarding behavioral issues, family dysfunctional problems, attachment disorders, vocational development matters and a host of other problems and concerns related to individual and family development.

Employer: Affton School District
Position: **Guidance Counselor/Mathematics Teacher**
Location: 8701 Mackenzie Rd. Saint Louis, MO 63123
Duration: 08/1984-06/2005
Responsibilities: Counseled Students regarding personal problems, career planning and post-secondary institution selection; administered and interpreted test; served as ACT test-site supervisor; advised students regarding course selection; met with parents, teachers and administrators; and served on various committees; taught algebra courses

Employer: Saint Louis University-
Position: **Upward Bound Counselor**
Location: 3700 Lindell Blvd. Saint Louis, MO 63108
Duration: 09/1983-08/1984
Responsibilities: Counseled educationally talented but economically disadvantaged students in career choices, personal problems, study skills and college selection.

Employer: Harris Stowe State University
Position: **Guidance Counselor/Adjunct Instructor**
Location: 3026 Laclede Ave-Saint Louis, MO 63103
Duration: 07/1980-08/1983
Responsibilities: Taught senior level human relations and classroom management courses; counseled students regarding personal problems and career exploration.

Employer: Southwestern Bell Company
Position: **Management Trainee**
Location: Saint Louis, MO
Duration: 06/1979-06/1980
Responsibilities: Supervised, trained and evaluated eleven staff persons; sold various business communications products.

Employer: Saint Louis Community College at Florissant Valley
Position: **Counselor/Assistant Professor**
Location: 3400 Pershall Rd. Saint Louis, MO 63135
Duration: 09/1970-06/1979
Responsibilities: Counseled students regarding career planning, personal problems and course selection; directed a program whose goal was to improve the self concept of academically disadvantaged students; supervised three professional counselors and other staff personnel; developed program proposals and yearly budgets; evaluated program outcomes.

SKILLS AND ABILITIES

Excellent management and interpersonal relationship skills
Extensive foundation in career/vocational exploration & placement
Extensive foundation in diagnosis/treatment for psychological disorders using the DSM-4
Excellent computer skills & knowledge i.e. Student Information Systems (SIS) and Microsoft Office

CERTIFICATES AND LICENSES

LPC-Licensed Professional Counselor-MO
NCC-National Certified Counselor-National Board of Certified Counselors (NBCC)-NC
Certified School Counselor 7 thru 12-MO
Certified Mathematics 7 thru 12-MO
Certified Psychology Examiner-MO
Certified School Service Personnel-IL

EDUCATION

School: Lincoln University (8/1969 to 7/1970)
Location: Jefferson City, MO
Major: Guidance and Counseling
Degree: M. Ed.

School: Lincoln University (8/1963 to 6/1967) & (8/1969-1/1970)
Location: Jefferson City, MO
Major: Mathematics
Minor: Psychology
Degree: B. S. in Ed.

Additional Course Work

School: University of Missouri
Location: Saint Louis, MO
Major: Counseling

School: Saint Louis University
Location: Saint Louis, MO
Major: General Administration—Higher Education

School: Saint Louis Community College
Location: Saint Louis, MO
Major: Information Technology

HONORS AND ACTIVITIES

2009-2014—Vice-President: Lincoln University Alumni Association—Greater Saint Louis Chapter
2009-2012—Board Member: Fullerton's Westminster Place Association
2008-2010—Chairperson: International Urban Institute—Saint Louis, MO
1999-2000—Member: North Central Accreditation Assoc. Visiting Team—Aquinas Mercy High School
1998-1999—Fellow: Community Leadership Program for Teachers—Focus Saint Louis
1997-1999—Chairperson: Church Council—Union Memorial United Methodist Church
1996-1997—President: Missouri Association for Multi-Cultural Counseling & Development
1994-1996—Chief Negotiator: Affton Education Association—Affton School District
1989-1991—Chairperson: Resolutions Committee—Missouri National Education Assoc.
1987-1992—Board Member: Saint Louis Association for Counseling & Development
1986-1988—President: Affton Education Association—Affton School District
1980-1981—Outstanding Staff Person of the Year—Harris-Stowe State University
1975&1977—Sponsor of the Year Award—Saint Louis Community College at Florissant Valley

RECOMMENDATION

Available upon request

JUN 0 5 2013

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 000420
JOSEPH E SCOGGIN, JR

Gina Titone

EXPERIENCE

Preferred Family Healthcare **2014-Present**
Clinical Supervisor

- Provide clinical supervise for a team of 7 staff members
- Produce clinical reports, audits, and file reviews in order to insure corporate compliance
- Communicate with referral resources within the community in order to provide quality client care to the adolescent population.
- Conduct clinical assessment with adolescents receiving outpatient treatment fro drugs and alcohol
- Provide training to staff members concerning documentation, clinical care, and best practice services.
- Conduct family and individual therapeutic services for families experiencing substance abuse within the home

Preferred Family Healthcare – Lindbergh School District **2008-Present**
School Teams Coordinator **2010-Present**

- Developed school-based drug and alcohol prevention program at Lindbergh School District.
- Contributed to the development of the Safe and Drug Free School Coalition and served as a panel speaker.
- Developed and implemented group counseling curriculum for students experiencing specific emotional problems, including bullying, school suspensions, stress management, and decision making skills.
- Facilitated classroom presentations covering topics related to bullying, coping with stress, drug and alcohol education, peer pressure, time management, positive decision-making, and goal setting.
- Provided therapy/counseling to individual students within the school setting.
- Conducted biopsychosocial assessments with students at risk for drug and alcohol use or with a history of behavioral problems in and out of the classroom setting.
- Managed crisis situations on a daily and weekly basis, according to school needs.
- Initiated and maintained contact with parents to discuss assessment results, provide therapeutic advice or education for therapeutic intervention, and give recommendation for referral resources.
- Conducted seminars with parent groups concerning student behavior, college prep, discipline, drug and alcohol related problems, and specific community awareness topics.
- Coordinated services with school personnel by developing student treatment plans as a team to enrich the academic and social life of each child.
- Provided school counselors and other school personnel with weekly and monthly student progress reports to coordinate academic and social progress.

Counselor **2009-2010**

- Provided therapeutic services to adults diagnosed with co-occurring disorders in a drug treatment facility.
- Designed and implemented treatment services in a group therapy setting with clients experiencing symptoms of mental illness and substance dependency. Group topics included stress management, time management, coping skills, family related problems, and communication.
- Developed treatment plans with clients according to Department of Mental Health standards and guidelines.

- Adhered to the ethical standards outlined in the National Association of Social Work (NASW) Code of Ethics as well as organizational ethical standard.

Practicum Student/Rehabilitation Technician **2008-2009**

- Conducted group therapy with individuals diagnosed with mental illness, substance dependency, and other developmental impairment.
- Developed treatment goals and aftercare plans with consumers.
- Conducted bio-psycho-social assessments with consumers experiencing symptoms of mental illness and substance abuse.
- Completed case notes and other necessary documentation in a timely manor.
- Communicated with team members during staffing by discussing client progress and collaborating treatment options to ensure quality care to consumers.
- Provided referrals to clients in need of Medicaid, Medicare, GED services, literacy programs, housing, educational support, and utility support.
- Facilitated urine analysis with consumers participating in drug and alcohol rehabilitation program.
- Established trusting relationships with consumers by building rapport and using motivational interviewing techniques.

Big Brother Big Sister of Eastern Missouri – Loyola Academy **2007-2008**
Match Support Specialist/Practicum **St. Louis, MO**

- Assessed and documented the progression of the mentor/child relationship.
- Created activities that strengthened the relationships between mentor and child.
- Evaluated the level of child safety within the mentor/child relationship.
- Identified needs that would maximize relationship potential by meeting with mentors weekly to discuss progress and advising mentors on appropriate intervention.

Rockwood School District **2005-2007**
Assistant Preschool Teacher/Special Needs Shadow **Chesterfield, MO**

- Assisted children with developmental and behavioral disabilities within the classroom setting.
- Implemented the Positive Behavior Support Model while teaching in a classroom setting.
- Enforced sensory diets for special needs children.
- Cared for and attended to children's needs and taught daily functioning skills, which included tasks related to communication skills, mannerisms, and following instructions.
- Created play plans emphasizing specific learning styles of individual students.
- Kept room safe and clean.
- Responsible for 18 children in a co-facilitated classroom.

VOLUNTEER EXPERIENCE

Moving Ahead Program **2004**
Tutor **Columbia, MO**

- Provided educational support to middle and elementary school students by providing after school tutoring for children identified as "at risk".
- Assisted kids in developing pro-social skills by engaging students in conversation two days per week.
- Helped distribute food to children.

EDUCATION

Currently Pursuing a Masters in Guidance Counseling, Missouri Baptist University, St. Louis, MO. Expected graduation date of May 2014.

Masters Degree in Social Work, Saint Louis University, St. Louis, MO, December 2008.
LCSW exam passed on June 10, 2010 and will be full LCSW June 2011

Bachelor of Arts and Science-Psychology, Minor in Human Development and Family Studies, University of Missouri-Columbia, Columbia, MO, August 2005

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee for Social Workers

Clinical Social Worker (LCSW)

VALID THROUGH SEPTEMBER 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2011039268

GINA LYNN TITONE

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

CAITLIN J. VOSS

EDUCATION

University of Missouri – St. Louis, St. Louis, MO
Master of Education in School Counseling, K-12 Certification — **Aug 2012 - present**

Webster University, St. Louis, MO
Bachelor of Arts in Art and Psychology — **Aug 2007 – Dec 2011**
Certificate in Art Therapy

Webster University, Cha-am, Phetchaburi, Thailand
Psychology — **Jan 2010 – May 2010**

Edwardsville High School, Edwardsville, IL
Graduated with Honors — **Aug 2003 – Jun 2007**

PROFESSIONAL EXPERIENCE

Preferred Family Healthcare, St. Louis, MO — **Apr 2013 – present**
Community Support Specialist
Case management duties include providing access to services in the community and support for individuals with mental illness and substance abuse problems. Facilitated group and individual sessions assisting with improvement in job skills, life skills, self-esteem, anger management, and decision making.

Our Lady of Guadalupe, Cool Valley, MO — **Aug 2013 – Dec 2013**
School Counseling Intern
Facilitated small group and individual counseling sessions with elementary level students. Facilitated classroom guidance lessons. Worked with school administration, faculty, and staff in order to organize meetings with students, discuss concerns about specific students, and determine further needs of students.

Preferred Family Healthcare, St. Louis, MO
Admissions Specialist — **Jun 2012 – Apr 2013**
Responsible for assisting program sites with file management and maintenance, daily census reporting, operation of phone system, meeting reporting requirements, admission of consumers, meeting with clients and groups as needed, and working closely with the billing department.

Massage Envy, Webster Groves, MO
Sales Associate — **Jun 2011 – Jul 2012**
Greeted clients, answered phones, and booked clients' requested appointments. Operated cash register. Managed online appointment book and daily prospect log. Prepared client files, sold memberships, retail items, and gift cards. Kept rooms cleaned and linens laundered daily.

Community Music School of Webster University, St. Louis, MO
Reception and Operational Assistant — **Aug 2007 – May 2011**

Managed front desk and practice room assignments. Answered questions or concerns of parents and students. Assisted in the coordination of events, recitals, and stage set-up.

Every Child's Hope, Carrie Elligson Geitner School, Overland, MO
Art Therapy Intern **May 2010 - June 2010**
Provided therapeutic art sessions for at risk youth in a day treatment setting. Observed individual and group art therapy sessions. Facilitated art-making and collaborated with students on individual projects during one-on-one sessions. Assisted in the development, creation, and installation of a school-wide art collaboration project. Worked on building relationships and improving art therapy knowledge and techniques.

VOLUNTEER EXPERIENCE

TASK, Fenton, MO **Feb 2014 – present**
Assist disabled children and adults during team sport activities and social nights. Encourage disabled children and adults to participate in activities and help build their confidence and self-esteem through development of appropriate social interaction.

Turner Center for the Arts, Maplewood, MO **July 2012**
Assisted in weekly evening open studio art class for disabled adults. Encouraged students' creativity and motivation. Brainstormed with students about project ideas and helped them learn new artistic techniques.

RECOGNITIONS AND AWARDS

UMSL Dean's List, 2012 - present

MEMBERSHIPS

Chi Sigma Iota – UMSL Chapter

American School Counseling Association

References available upon request.

JODI K. **WHITWORTH**

Professional Profile

Energetic, compassionate Social Worker currently pursuing Masters in Social Work. Experienced in developing and implementing treatment plans and recovery services. Build solid collaborative relationships with mental health professionals, referral agencies and family of patient, ensuring a supportive environment. Perform effective behavioral interventions and address social-emotional needs of clients. Offer added value of diverse background in educational leadership and management.

Education

Master of Social Work **2015**

University of Missouri St. Louis, MO

- Coursework includes: Generalist Social Work, Social Policy and Social Services, Community Practice and Social Change, Social Work and Human Service Organization, Social Work Research Methods and Analysis, Foundations of Human Behavior in the Social Environment

Bachelor of Social Work **2008**

University of Missouri St. Louis, MO

- Dean's List
- National Honor Society in Psychology
- Phi Theta Kappa Society

Accomplishments

- Consistently exceeded expectations in performance reviews in working with patients and teamwork with nurses and peers.
- Received commendations from supervisors for dedication and non-stop efforts in working with patients.
- Yielded praise from owner of CenterPointe Hospital for passion and compassion for patients.

Experience

Community Support Specialist **10/2014 to Current**

Preferred Family Healthcare **St. Louis, MO**

- Complete community support assessment/initial discharge planning session and identify issues associated with,but not limited to, employment, education, healthcare, social connection, and criminal justice.
- Communicate daily with parents, guardians, DJOs, and the schools regarding the client's progress in treatment.
- Make referrals to outside sources when client's need extra help .
- Assist in scheduling of treatment and arranging transportation for the client's .
- Provide assistants in linking families with services in the community.
- Advocate on the behalf of the families.
- Communicate appropriately and clearly with my treatment team to provide the best possible care for the client's .
- Complete and correct any chart deficiencies within a timely manner.
- Facilitate group education as scheduled.

Mental Health Tech

01/2012 to Current

CenterPointe Hospital

St. Charles, MO

- Acted as manager of area, setting up appointments and preparing charts for all patients.
- Provide continuous patient care, supervision and interaction with 21 patients a day.
- Care for mentally ill and chemically-dependent patients, including youth and adults.
- In acute adult unit, provide assistance in taking blood pressure and shower preparation.
- Lead therapeutic groups for patients as well as conduct patient care conferences.
- Perform therapeutic interventions outlined in treatment plan for each patient.
- Communicate appropriately and clearly to the nurse manager, RNs, and physicians about patient care.
- Complete charting and documentation with accuracy and thoroughness.

Psychiatric Therapist

10/2010 to 12/2011

St. Vincent DePaul Behavioral Health Service

St. Louis, MO

- Performed individual assessment and charting, treatment planning and psychotherapy services to socio-culturally diverse adult population diagnosed with depression, PTSD, and other affective disorders.
- Collaborated with treatment team consisting of clinical social workers, psychiatrists, psychologists, and rehabilitation counselors to develop individualized treatment plans for clients with major psychiatric disorders and substance abuse.
- Contributed to family therapy seminars and co-led education groups of 20, including activity therapy, goals and evening wrap-up groups.
- Provided one-on-one counseling on warning signs, coping skills and medication education. Worked
- closely with nurse and social worker to determine aftercare plans for discharge of patients.

Director

06/1999 to 04/2002

Crossroads Academy

Union, MO

- Held full accountability for all daily operations of a preschool, reporting to Board of Directors.
- Developed and implemented curriculum and programs for 88 students.
- Met with family members to discuss goals and objectives and trained staff of 22.

Additional Work Experience

Department Manager

07/1985 to 07/1999

Wal-Mart Super Center

Washington, MO

- Oversaw overall operational integrity of electronics department and maximized sales and profitability.
- Recruited, selected, trained, supervised and evaluated staff.
- Met customer demands by forecasting scheduling needs and ensuring appropriate staffing.

Professional Development

- Ethics Training (PFH), 2014
- Crisis Prevention Institute (CPI) Training, 2013
- Women and Gender Studies Certificate
- Trauma Study Certificate

Professional Affiliations

- National Association of Social Workers (NASW)

Devon D. Winston

Objective: To obtain a position that utilizes my education and work experience in the human service field.

Education:

Aug 2006-Dec 2008
University of Missouri-St. Louis
St. Louis, MO
Bachelor of Science - Social Work

Aug 2004-Aug 2006
St. Louis Community College-Meramec
Kirkwood, MO
Associates Degree - Human Services

Professional Work:

May 2011-present
Edgewood Children's Center Webster Groves, MO
Respite Provider

- Assistance with families with behavioral children
- Implement goals in the development of behavior management
- Provide parent support

July 2010-present
Preferred Family Healthcare North & South County St. Louis, MO
Community Support Specialist

- Network and contact referrals
- Educate adolescents in various subjects
- Assist adolescents with employment, etc
- Train new staff members

May 2010-July 2010
Preferred Family Healthcare St. Charles, MO
Rehabilitation Technician

- Supervise adolescents in a residential and outpatient setting
- Accurately complete group logs
- Facilitate therapy groups
- Report and update behavioral tracking system

May 2008-April 2010
Comtrea Arnold, MO
Chemical Abuse Technician

- Supervised adolescents in day treatment and outpatient settings
- Facilitated relapse prevention, life skills and other therapy groups
- Completed and managed daily group logs
- Assisted in managing the behavioral tracking system

May 2006-Aug 2006

Edgewood Children's Center Webster Groves, MO
Practicum Student

- Assisted staff in supervising and providing services to the center's children
- Observed classroom and group therapy sessions

July 2002-Oct 2009

Target Ballwin, MO
Team Lead, Cashier, Guest Service

- Managed and trained groups of people
- Managed large amounts of money
- Assisted guests
- Handled and organized merchandise

Michael L. Zey

Objective Obtain a challenging position within the healthcare industry that strengthens my experience and will fortify further advancement in the future.

Experience

Current Preferred Family Healthcare St. Louis, Mo

Associate Counselor

Counsel adolescents on dangers of drug abuse

Practice Cognitive Behavior Therapy with clients

Work in team oriented setting to better serve client base

2009 Fall Semester Lafayette Industries Manchester, Mo

Practicum

Oversee clients in warehouse setting

Assist staff in production fulfillment

Coordinate assembly line with staff supervisor

2007-2008 Bridgeway Counseling Services St. Charles, Mo

Intern/ Practicum

Orientate new clients to facility

Supervise clients throughout daytime activities

Organize, facilitate and participate in group discussion

2004-2007 Counterpointe Hospital Weldon Springs, Mo

Mental Health Tech

Monitor patients in residential treatment facility

Supervise and facilitate educational groups

Document patient activity through progress notes

Education

2010, November MSACPB Jefferson City, Mo

Received RASAC II recognition

2008-2010 Maryville University St. Louis, Mo

Rehabilitation Services- Psychiatric Tract

Dean's List Fall 2008, Spring 2009, Fall 2009, Spring 2010

Graduated Cum Laude Spring 2010

Accepted into Graduate Program Fall 2010

2006-2008 St. Louis Community College/Meramec St. Louis, Mo

Dean's List Spring 2008

Associate's Degree in Human Services

Certificate of Proficiency in Addiction Studies

References

Available upon request

No. 5899

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Michael L. Zey

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 22nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Kenneth Barrett* (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Barrett joined PFH in 2009. He provides counseling to adolescents in both outpatient and residential treatment settings experiencing trauma and co-occurring disorders. He also provides family therapy to clients and their families, conducts assessments, and therapy groups. He has a B.A. in Counseling Psychology, a MSW, and is licensed as a LCSW.
2. Jennifer Brassard (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Brassard began working at PFH in 2012. She provides direction and supervision to clinical and support staff; participates in treatment planning, facilitates weekly staffing; performs file review and oversight for billable activities, while also monitoring the program budget. Ms. Brassard has a B.S. in Child Development, a M.A. in Counseling, and is licensed as a CADC, CCJP, and a MARS.
3. Bobbie Brown (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Brown came to PHF in 2000. She assists individuals with mental illness and/or substance use disorders to improve their ability to perform tasks in their daily living and working environments as well as provide clinical guidance. She brings a B.A. as well as certification as a CCGC, CADC, and a CRAADC.
4. Stacey Brown (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Brown joined PFH in 2005. She establishes effective working relationships with other agencies in the communities served; ensures compliance; facilitates weekly clinical staffing, team and diagnostic disposition meetings; conducts intakes, individual, family and group therapy; and provides oversight for billable services. She brings a B.A. in Psychology and a CCJP license.
5. Sandra Bryant (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Bryant came to PFH in 2010. She assists clients in locating housing, employment, completing education, and other various needs, keeps probation officers/legal team up to date on progress, educated client on life skills such as time management, budgeting, and health, and assist clients in accessing community resources. She has a B.S. ad M.S. in Christian Counseling, as well as a MSAPA and RASAC II certification.
6. Neeka Burks (Name) Comm. Support Specialist Supervisor (Title) Comm. Support Specialist Supervisor (Proposed Role/Function)	Ms. Burks joined PFH in 2013, bringing a B.S. in Criminal Justice, a MBA, a M.S. in Addiction Counseling, a Ph.D. in Philosophy, and licensing as a CRADC. In her role, she is responsible for of a team of employees providing access to community resources for individuals with mental illness and substance abuse disorders, as well as conducting employee trainings, and monitoring program budgets.

*The resume and/or license for this staff member was provided in another circuit's materials.

Personnel – 22nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
7. Angela Coleman (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Coleman came to PFH in 2013, bringing a CRADC. In her role, she provides addiction counseling services for St. Louis City Drug Court Program participants. Her duties include developing treatment plans to assist clients with relapse prevention and successful completion from the program; providing individual and group education sessions; and participating in client staffings with treatment team.
8. Kolby Collins (Name) Community Support Specialist (Title) Community Support Specialist Proposed Role/Function)	Ms. Collins came to PFH in 2013. In her role, she provides case management duties including access to services in the community and facilitates group and individual sessions assisting with improvement in job skills, life skills, self-esteem, anger management, and decision making. She has a B.S. in Psychology and is pursuing a M.A. in Human Behavior.
9. Suzanne Connelly (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Connelly came to PFH in 2005. She assists consumers in accessing community resources in order for them to achieve a recovery lifestyle, including health, housing, education, legal and support needs. She also assists consumers to develop a support team with their families, and their community. She brings a B.A. in Sociology and a M.S. in Education.
10. Edgar Charles Conway (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Conway joined PFH in 2007. He assists clients in locating housing, employment, completing education, and other various needs, keeps probation officers/legal team up to date on progress, educates client on life skills such as time management, budgeting, and health, and assists clients in accessing community resources. He is a SQP.
11. Sandra Cowart (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Cowart came to PFH in 2012. In her role, she provides counseling to chemical dependent teens on an individual and group basis; performs documentation of counseling sessions, weekly progress of the client, assessments, and treatment planning. She brings a B.A. in Communications/Speech, a CCJP license, and over 26 years' experience.
12. LaMara Dickerson (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Dickerson began working at PFH in 2012. She is responsible for providing clinical oversight and management for the adult treatment program; providing staff member supervision; participating in treatment planning and coordination of program activities; and ensuring compliance. She has a BSW and MSW, as well as a RASAC II license.

Personnel – 22nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
13. Edward Dove (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Dove joined PFH in 2013. He participates in the screening/assessment process; develops treatment plans; participates in clinical staffing/team meetings, providing feedback on all pertinent cases; transition planning; and facilitating group counseling, group education, family conferences, and individual sessions. He has a RASAC II certification.
14. Maureen Downs (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Downs joined PFH in 2012. In her role, she provides inpatient and outpatient substance abuse counseling to adults; provides mental health therapy for dually diagnosed clients; performs assessments and treatment planning; and facilitates educational and counseling group therapy. She has a B.S. and M.S. in Biology, a MSW, and LMS license.
15. Robia Fields (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Fields came to PFH in 2003 and received several promotions before achieving her current position. She completes the intake/screening/assessment process; develops treatment plans; and facilitates group counseling, group education, family conferences, and individual sessions. She brings a B.S. in Biology, a MSW, and certification as a CCJP.
16. Robin Hayes (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Hayes came to PFH in 2011 and received several promotions before achieving her current position. She performs screening and assessments; develops treatment plans; facilitates group counseling; and works regularly with State Probation and Parole. She has a B.S. in Healthcare Management, a M.S. in Health Administration, and is a RASAC II.
17. Earl Jackson (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Jackson came to PFH in 2013. He provides support to clients dealing with dual diagnosis and chemical dependency by conducting quarterly and annual reviews, facilitating individual treatment plans, and conducting community and institutional visits. He works closely with Family/Drug Courts, schools and clients' families. He has a B.S. in Justice Systems.
18. Amir Karadzic (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Mr. Karadzic joined PFH in 2010. He participates in the screening/assessment process; develops treatment plans; participates in clinical staffing/team meetings, providing feedback on all pertinent cases; transition planning; and facilitating group counseling, group education, family conferences, and individual sessions. He has a B.S. in Economics and a RASAC II certification.

Personnel – 22nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
19. Carmen Kepya (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Kepya joined PFH in 2012. She prepares treatment plans based on client needs, provides substance abuse education, assists in transition planning, and provides consumer education on employment, education, relapse prevention, community resources, coping skills, and living a crime free lifestyle. She has a BSW.
20. Shirley Lester (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Lester came to PFH in 2013, bringing a B.S. in Criminal Justice and a RASAC II certification. She is responsible for facilitating group counseling; performing screenings and assessments; and developing individualized treatment plans for consumers.
21. Lisa McDonald (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. McDonald joined PFH in 2005 as an Associate Counselor and was promoted to her current position in 2008. She conducts individual and group counseling for drug court participants and those with co-occurring disorders; coordinates and implements core curriculum for post-plea participants; and develops treatment plans. She has a B.S. in Secondary Education, a M.Ed. in Counseling, and certificates for LPC, RSAP, and MARS.
22. Joseph Mokwa (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Mokwa came to PFH in 2012. As a Therapist, he counsels clients to develop goals, define problems and practical treatment plans for recovery; monitors progress of client sobriety and adherence to psychiatric treatment; and educates clients on self-identification of symptoms and medication compliance. He has a B.A. in Business Management, a M.A. in Counseling, a M.A. in Security Management, and a PLPC.
23. Amanda Moreno (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Moreno began working at PFH in 2013. She provides person-centered care with emphasis on personal strengths, skill acquisition and harm reduction; works collaboratively with the client on treatment goals and service; and supports recovery by identifying needs, strengths, skills, resources and supports. She is pursuing a M.S. in Counseling Education.
24. Paul Niemoller (Name) Therapist (Title) Therapist (Proposed Role/Function)	Mr. Niemoller joined PH in 1998 and brings over 28 years' experience in behavioral health. He has a B.S. in Psychology, a M.S. in Counseling and Human Development, as well as certification as a CRACD, LPC, and SQP. He provides assessments, diagnostics, individual counseling, group counseling, and group education in an outpatient setting. He also serves consumers with a co-occurring diagnosis.

Personnel – 22nd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
25. Robin Smith (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Smith came to PFH in 2013. She provides assessments and treatment plans; individual and group counseling; group education; family and group therapy sessions; and discharge planning. She has a CRAADC designation and over 14 years' experience in counseling.
26. Ryan Smith (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Mr. Smith began working at PFH in 2012. He is responsible for serving as a liaison with referral sources and consumer families; facilitating group and individual classes; assisting with scheduling continued treatment; and assisting consumers with building skills to live a healthy life. He has a BSW.
27. Machalene Smith-Butler (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Smith-Butler began working at PFH in 2014. She has a B.S. in Criminal Justice and is responsible for developing, implementing, updating, and revising as needed, treatment plans; and, ensuring communication and coordination with and between other interested parties such as service providers, medical professionals, referral sources, courts, probation/parole, etc.
28. Keisha Sterling (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Sterling joined PFH in 2012. Her duties include providing case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and treatment planning. She also facilitates educational groups and communicates with referral sources/guardians. She has a B.S. in Psychology and a RASAC II certification.
29. Shelley Stretch (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Stretch joined PFH in 2013. As a Therapist, she provides individual counseling for individuals with co-occurring mental illness and/or substance abuse use disorders; facilitates group counseling and family therapy sessions; and develops individualized treatment and appropriate treatment goals. She has a B.A. in Architecture, A M.Ed. in Counseling, a Doctorate of Philosophy of Education; and is a licensed PLPC.
30. Ashley Thomas (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Smith came to PFH in 2012. She has a B.A. in Psychology and a M.A. in Counseling Psychology. She develops treatment plans; maintains positive professional relationships with referral sources, clients, and coworkers; and handle crisis situations as they occur.

Jennifer K. Brassard

OBJECTIVE: SEEKING EMPLOYMENT FOR CAREER DEVELOPMENT AND USE OF SKILLS IN THE QUALIFED FIELD OF TREATMENT AND REHABILITATION FOR INDIVIDUALS WITH SUBSTANCE ABUSE AND/OR MENTAL ILLNESS.

EDUCATION: **Masters of Arts in Counseling, January 2008**
Missouri Baptist University, St. Louis
Bachelor of Science in Child Development, May 2006
Missouri Baptist University, St. Louis

CERTIFICATIONS: **CDAC, CCJP, MARS, First Aid and CPR**

EXPERIENCE: **Clinical Supervisor, December 2012-Present**
Preferred Family Healthcare, St. Louis, MO
Established effective working relationships with other agencies in the communities served. Completed monthly file review for the program, ensuring that standards are being maintained as well as monitoring compliance with program and agency. Follow up with any deficiencies during weekly staffing meetings and assist staff with correction of deficiencies. Facilitated weekly clinical staffing, team and diagnostic disposition meetings. Maintain required weekly contact hours: conduct intakes, individual, family and group therapy as dictated by program and individual needs. Completed and review written reports to referral sources as needed in a timely manner. Promoted integration of clinical and community support services and works as a team leader. Provided oversight for billable services, completing weekly checks on staff productivity to ensure that services rendered are appropriate and clinically justified.

Substance Abuse Counselor, November 2011-December 2012
St. Patrick Center, St. Louis, MO
Provided consultation for SSVF team regarding substance abuse and addiction, Conducted comprehensive, ongoing assessments of clients' mental illness, substance abuse, physical health, housing status and other relevant needs Provided direct clinical services to clients on an individual and group basis in the office and in community settings, making appropriate changes in treatment plans to ensure the client's ability to cope with internal and external stresses Consulted with community agencies and program clients to maintain coordination in the treatment process, Collaborate with other members of the team during daily and weekly staff meetings, Facilitate treatment planning groups, participating in setting treatment goals and plans with clients with an emphasis on facilitating personal growth and development towards recovery and wellness.

Adult Drug Court Counselor, December 2010-Present
Comtrea, Inc., Festus, Missouri
Develop and implement a treatment plan for each client from Level I through Level III, which addresses areas of addiction, social skills, work skills, relationship issues, critical and distorted thinking, psychological and global functioning,

unresolved interpersonal issues, and any other area in order to assist the client in resolving dysfunctional and self-defeating behaviors and in maintaining a healthy, drug-free lifestyle. Interventions may include: individual, group, and didactic therapy, detoxification, residential care, and assistance in areas of employment, housing, and education.

Counselor II, November 2007 –December 2008
Gateway Foundation, St. Louis, Missouri
Completed assessments within program guidelines. Prepared individualized treatment plans. Evaluated client response to treatment. Developed client discharge plans to provide aftercare treatment. Conducted individual counseling sessions with clients in accordance with treatment plan, or as necessary for crisis intervention. Provided clients with feedback, support, or encouragement; or to address behaviors and attitudes, or family, social, or personal problems. Provided individual employment counseling. Prepared and conducted group counseling that enabled group members to understand and accept responsibility for recovery process, and acquire necessary coping and behavior management skills. Documented treatment plans, progress notes, interventions, treatments, evaluations, discharge summaries, treatment plan reviews, and maintain client records.

Administrator, November 1998 to June 2007
In 2 Kids, High Ridge, Missouri
Operated a child care facility licensed for 148 children, managed a staff of twenty employees, financial records, accounts payable and receivable, all state required licensing issues including fire, sanitation and safety.

No. 3989

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Jennifer K. Brassard

Continues to meet the standards and qualifications of a
Certified Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 6908

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Jennifer K. Brassard

Continues to meet the standards and qualifications of a
Medication Assisted Recovery Specialist
as determined by the Board.

President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 4411

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Jennifer K. Brassard

Continues to meet the standards and qualifications of a
Certified Criminal Justice Addictions Professional
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Bobbie Jean Brown, CASAC, CCGC

Professional Objective: To utilize over 25years of experience in a social service agency setting as a Substance abuse Counselor for chemical dependents, co-dependents and /or adult children of alcoholics, using expertise in various theories and counseling skill techniques , with a string dedication and commitment to this field.

Education:

1984-1986	University of Missouri- St. Louis Bachelors of Arts Candidate
1981-1983	Forest Park Community College Associate of Arts Degree Received

Certification :

2002- Present	Certified Compulsive Gambler Counselor
2001- Present	Certified Advanced Substance Abuse Counselor
1999- 2001	Certified Substance Abuse Counselor II

Counselor Training:

2002- 2002	Compulsive Gambling Training, Kansas City,Mo. Completion date June 2002
1999- 2002	Provided services to clients that are from SATOP in the form of clinical intervention as required by SATOP
1999- Present	Completed the training procedures in performing client assessments, Adult Severity Index (ASI)
1990- Present	Department of Mental Health- State of Missouri Continues to attend courses and training to improve in all competencies

Training Courses

Prevention Intervention	Lectures on Codependency
Lectures on Addictions	Relapse Prevention
Crisis Interventions	Group Counseling
Individual Counseling	Family Counseling

1978	Attended Illinois Drug Abuse Treatment Training (I.D. A.T. P.) at Tinley Park , IL. for 30days.
1978	Basic Management Skills- State of Missouri Department Mental Health.

1978 Skills for effective Communications- Dr . Marlowe Erickson

1976 27 contact hours with Susan Becker- Missouri Department of Mental Health

Work Experience:

10/01/2000-Present Preferred Family Healthcare St. Louis, MO

Counselor

- Responsible for assisting individuals with mental illness and/or substance use disorders to improve their ability to perform tasks in their daily living and working environments as well as provide clinical guidance.

Archway Communities Inc St. Louis, MO

1975 - 2000 Senior Counselor

- Maintained a case load 8-10 inpatient client for 30- 120 days , this included:
- Development of treatment plans
- Patient Assessment
- Lectures and Group Counseling
- Client Referrals
- Individual Counseling
- Developed and facilitated Relapse Intervention Groups, using various counseling theories to assist the client to reach treatment objectives.
- Escorted clients to NA/AA meetings and social functions to assist them to being exposed to alternative life styles.

1973-1975 Senior Out Patient Counselor

- Implemented treatment program for outpatient clients from the Department of Corrections
- Assessed the clients and made appropriate treatment referrals for inpatient or out patient treatment
- Supervised a staff of two
- Provided group and individual counseling

1972 – 1973 Counselor Aide

- Assisted the counseling staff
- Monitored the clients in the residential facility to assure that they were attending groups and to intervene with any and all inappropriate behavior that could occur

- Made random and consistent tours of the facility through out the day, monitoring the client activities.

2001-2002 Forest Park Community College- St. Louis, MO

- Provided students and faculty with information on the effects of addictions and methods used to address it with recovery practices

Nov. 2002 Attended Missouri College Association Students Government Conference, at the Lake of the Ozarks. Presented a presentation on Addiction Awareness.

1978 –1980 Harrison Elementary School – St. Louis, Mo.
Provided workshops on the cause and effects of substance abuse to grades 4th- 7th.

1971-1976 Provided Drug Abuse Awareness to elementary , and high schools, churches, community agencies and also with the St. Louis City Police Department

1975- 1976 Facilitated Reality Therapy groups for females in St. Louis Medium Security Institution.

Addendum**** 1995-2002
Work Experience: St Louis Community Release Center- St. Louis, Mo.

Group Facilitator: Implemented group therapy and educational lectures to inmates being released back in to the community

References Upon Request

NOV 09 21

No. 2260

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Bobbie Jean Brown

Continues to meet the standards and qualifications of a Certified Reciprocal Advanced Alcohol Drug Counselor as determined by the Board.

President

Expiration Date: 10/31/2014

Stacey Brown

Employment History

State of Missouri — **St. Louis, MO**
Assistant Facility Manager — *1987 – 1996*
Counseled offenders and referred to social resources for assistance.
Reviewed and evaluated legal and social history of offenders.
Prepared and maintained case folder for each assigned inmate and offender.
Formulated rehabilitation plan for offenders.
Provided guidance to offenders for vocational and education plans.

Cornell Companies — **East St. Louis, IL**
Provisional Counselor — *1996 – 1998*
Counseled clients – individual and group sessions.
Interviewed clients to evaluate their mental and physical condition.
Formulated and coordinated treatment plan for clients.
Monitored, evaluated, and recorded client progress.

Gateway Foundation — **Belleville, IL**
Counselor 2 — *1998 – 2000*
Planned and conducted substance abuse prevention programs.
Counseled clients – individual and group sessions.
Interviewed clients to evaluate their mental and physical condition.
Referred clients to community resources to assist in recovery.

Cornell Companies — **East St. Louis, IL**
Assistant Director — *2000 – 2005*
Supervised and directed employees who provided services to clients.
Counseled clients – individual and group sessions.
Interviewed clients to evaluate their mental and physical condition.
Formulated and coordinated treatment plan for clients.
Monitored, evaluated, and recorded client progress.
Supervised 26 individuals.

Preferred Family Healthcare — **Brentwood, MO**
Clinical Supervisor — *Present*
Establish effective working relationships with other agencies in the communities served.
Ensure that CSTAR/CARF standards are being maintained.
Facilitate weekly clinical staffing, team and diagnostic disposition meetings.
Conduct intakes, individual, family and group therapy.
Provide clinical direction and supervision to all assigned staff.
Provide oversight for billable services and monitor progress notes for thoroughness.

Preferred Family Healthcare **S. Broadway, Mo.**
Counselor 2005 -2008
Provided individual counseling session along with group sessions with a population of those who were in need of substance abuse treatment on varies levels. The population served were of a various nature such as DFS , Maintaining employment, but predominately those who were on parole and probation.

Preferred Family Healthcare **2639 Miami St. ,Mo** **Relapse Prevention Mentor** **2008-2013** Provided individual treatment to those who were chronic consumers who were unsuccessful with previus episodes of treatment in which resided in the city of St. Louis and wanted assisted with being sober. The consumers were predominately worked with in the community while the program was that of an incentive program which involved intense treatment along with healthy therapeutic relationship development and working in collaboration of other essential agencies within the community.

Preferred Family Healthcare **2013-Present**

Counselor **CSTAR /SATOP PROGRAMS** Providing treatment to those consumers who are on parole and probation, needing drivers license obtained due to DUIS, in order to maintain employment , child custodial issues, and various other issues surrounding around addiction and mental health.

Education

Baker University **Baldwin, KS**
Bachelor of Arts – Psychology *1987*

Licensures

CADC – IOADAPCA *1998 – 2006*
ICCJP *2006-PRESENT*

MAY 21

No. 4207

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Stacey A. Brown

Continues to meet the standards and qualifications of a
Certified Criminal Justice Addictions Professional
as determined by the Board.

President

Expiration Date: **4/30/2014**

SANDRA J BRYANT

Work History

Community Support Specialist
Preferred Family Healthcare St. Louis, MO
08/2010 - Present

- Complete Community Support assessment/Initial Discharge Planning Session and identify issues associated with, but not limited to, employment, education, healthcare, social connectedness, and criminal justice.
- Complete regular communication with referral sources/guardians regarding progress, transition planning, and pertinent clinical issues and document.
- Request correspondence from past treatment.
- Make or assist in outside referral of issues not able to be addressed in treatment.
- Assist in scheduling of treatment and arranging transportation.
- Initiate effort to contact and attempt to re-engage through notifying consumer/guardian/referral source of any absence within 48 hours, as noted in DMH Standards.
- Responsible for the continuous development and evolution of treatment plans in an individualized manner.
- Ensure or assist in the referral for medical issues of clients.
- Linking families with services in the community. Advocate on behalf of the family.
- Assist client/family in transitional planning.
- Correct any chart deficiencies within a timely manner.
- Document all services provided in accordance with DMH/CARF Standards.
- Provide crisis intervention as necessary.
- Adhere to weekly direct service expectations.
- Facilitate group education as scheduled.

Case Manager
Provident, Inc St. Louis, MO
5/2007 - 12/2009

- Administer and score assessments on every client to determine their educational and skill level.
- Assess clients individually to match with a Mentor
- Develop rewards for clients to acknowledge accomplishments within the program
- Complete all documentation in a timely manner (ex. progress notes, reports, treatment plans, etc.).
- Provide case management services to clients to address their needs
- Conduct home visits
- Meet with the Clients employer to monitor job performance.
- Meet with community partners and local agencies to establish firm linkages, to advocate on the clients behalf, and ensure appropriate services are being rendered.

Employment Retention Specialist
Employment Connection St. Louis, MO
8/2001 - 4/2007

- Interview clients, evaluate their assets and liabilities, screen and refer clients to appropriate employment agency, aid client in formulating and updating Individual
- Employment Plan which includes, long and short term goals and supportive service needs. Assist drug abusers, ex-offenders, juveniles and women from reentry

program to engage back into their community with positive attitudes and better resources for living.

Administrative Assistant
Leland Healthcare University City, MO
4/2001 - 5/2001

- Assistant to Administrator, coordinated specified interdepartmental operations in the absence of the Administrator. Maintained a smooth workflow of all systems and office activities

Administrative Assistant
Oak Forest North Florissant, MO
6/2000 - 4/2001

- Track grievances, report unemployment claims, Compile reports for State and Federal surveyors. Crossed trained (employment, recruiting, background checks, process appropriate paperwork for Administrator.

Administrative Assistant
Northview Village, Inc. St. Louis, MO
3/1998 - 2/2000

- Responsible for group insurance enrollment, and administration, OSHA monitoring and development of procedures systems, personnel file maintenance, employee relations issues coordinated open houses and job fair attendances.

Human Resource Director
Deaconess Manor St. Louis, MO
3/1987 - 3/1998

- Responsible for the development of medical forms, and entry of medical records both manually and online, utilizing the Dynatran software. Assist
- Medical Records Director
- truworshiper@att.net
- physicians, developed guidelines, handle all legal actions and managed all planning, and organizing.

Education

Missouri Christian College
Masters Christian Counselor — Graduated: 02/2011

Liberty University
Certified Life Coach — Certificate 3/2010

Missouri Christian College
Bachelors Christian Counselor — Graduated: 10/2006

Beaumont St. Louis, MO
High School Diploma — Graduated: 6/1975

Additional Education

Black Church Initiative St. Louis, Missouri 3/2003
Sexuality Education Dialogue Models

Maryville University St. Louis, Missouri 3/2003
Workforce Development Training

Maryville University St. Louis, Missouri 3/2003
Job Development & Retention

U.S. Probation Office Eastern District St. Louis, Missouri 9/2002
Offender Employment Training

Maryville University St. Louis, Missouri 9/2002
Case Management *Intake & Assessment

No. 5933

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Sandra Bryant

Continues to meet the standards and qualifications of a
Missouri Substance Abuse Prevention Associate
as determined by the Board.

President

Expiration Date: 4/30/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 7396

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Sandra J. Bryant

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor II

Awarded on April 16, 2013

CAASE
President

Alicia Ozenberger MACSAPP
Secretary

Neeka M. Burks

Profile: **Motivated, personable professional with strong interpersonal skills.** Accustomed to handle confidential records, culturally diverse, and present strong written and verbal skills. Demonstrate detail orientation, problem solving skills with 8 years of experience in the human service field. Hold over 10 years of customer service experience, management skills, and professionalism. CRADC credentials, NAADAC membership, Beginner level Spanish speaker

Qualifications: Proficient in Microsoft suite packages, Peachtree, managed projects and events; conducted employee training; implemented team strategies, benchmarking research, evaluate/analyze risks factors, case management, discharge and aftercare services, crisis intervention, counseled outpatient and inpatient adults/adolescents. Rejis, Nexis/Lexis, Westlaw

Work Experience:

Preferred Family Healthcare-Saint Louis, MO **09/2013-Present**
Community Support Specialist Supervisor

- Responsible for of a team of employees providing access to community resources for individuals with mental illness and substance abuse disorders. Monitor progress notes for CARF, DMH, and PFH standards. Conduct employee trainings, monitor program budgets, and ensure clients are receiving a balance of services.

Minact, Saint Louis Job Corps- Saint Louis, MO **01/ 2013-07/2013**
Teap Specialist

- Provide drug education, prevention, and intervention to high risk or at risk student employees. Provide counseling to support drug free lifestyle and employability expectations. Handle biochemical testing and referrals for dependency. Facilitated anger management groups and victims of sexual abuse

Preferred Family Healthcare-Saint Louis, MO **10/ 2010-12/2012**
Substance Abuse Counselor

- Facilitate group counseling, group education, family conferences, and individual counseling with consumers with mental illness and/or substance abuse problems to improve their ability to perform tasks in their daily living and working environments.
- Provide clinical guidance, intake, screenings, and assessments, assisted consumers through the transition process and developed treatment plans. Experienced in major depression, substance abuse, dual diagnosis and other serious mental illness. Trained staff of wrap around services and creating outreach resources.

Fujicopian USA, Inc-Columbia, SC **01/ 2007-10/2009**
Customer Service/Office Administrator

- Develop financial reports for forecasting, input purchase orders for shipping, purchase raw materials and record deposits for bank drops, handle A/P and A/R, track collections, responsible for daily, weekly, and monthly reports to executive management and provide customer service
- Handled international accounts to Tokyo, United Kingdom and Mexico

TRC Staffing- Columbia, SC **02/ 2006-12/ 2006**
Carolina First-Researcher

- Research fraudulent checks, totaled check batches and entered in database spreadsheet for fraud investigation review.

FN MFG-Data Management

- Basic knowledge of Windchill/Pro Engineer database; maintained gun prints, configuration data management; controlled government and company gun print distribution, conducted basic research, performed technical writing of care instructions for future gun projects

AllSouth-Administrative Support

- Balance financial records of regional branches previous daily totals, A/P clerk, and customer service representative

Hillsboro Treatment Center- Hillsboro, MO **01/2005-01/ 2006**
Youth Specialist

- Assist adjudicated male delinquents in a Missouri state detention center; life skills training; conducted drug education classes, behavioral think tanks with sex offenders and high crime offenders
- Provide psychosocial treatment and assessments; offered instruction in reading, language arts, and vocational education, maintain a documented log of each advocated client, provided safety for all clients and coworkers.
- Performed mechanical and physical restraints; transportation for court and doctor visits, open-close client files

Law Offices of Evelyn Lewis- St. Louis, MO **09/ 2002 –12/ 2004**
Legal Assistant/Paralegal

- Served as paralegal manager in criminal law office; Research statutes, client in-take, handled customer complaints, processed Federal trial electronic filing, handled employee interview, conducted employee training, worked with Investigation firms, assisted attorney with media relations; radio announcement, community service, and rate quotes, delegated duties to receptionist and interns; handled case projects-research
- Legal assistant; conducted background checks on clients with REJIS, coordinated dockets and correspondence letters with court clerks
- Created collections spreadsheets, payroll, collected deposits through cash, check, and credit card transactions, handled associate attorney billable hours, prepare financial statements for audits.

Federal International, Inc. - Clayton, MO **01/ 1999-12/ 2001**
Customer Service Representative/Sales

- Acted as entry-level marketing consultant for paper brokers in rail, trucking, and container ship freight; sold trailer storage for recycled materials
- Handled accounts payable, electronic invoicing and purchase orders, handled general ledger through ACT program, problem solved customer complaints.

Education:

Grand Canyon University-Saint Louis, MO **Present**
Doctorate of Philosophy in General Psychology and Cognition

Grand Canyon University-Columbia, SC **October 2010**
Master's of Science in Addiction Counseling

University of Phoenix-Columbia, SC **August 2007**
Master's of Business Administration

Sanford Brown College-St. Louis, MO **October 2005**
Bachelor of Science in Criminal Justice, (Cum Laude) Dean's list-2004

No. 6396

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Neeka M. Burks

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: 10/31/2014

EIOT 9 D 2013

Objective: To obtain a position with your company where my skills and abilities can be utilized in providing excellence patient/consumer care.

Preferred Family Healthcare, INC
Employment: 1/4/2013 to Present
Counselor

To provide addiction counseling services for St. Louis City Drug Court Program participants. Duties include but not limited to providing evidence based treatment (MRT) and Matrix workbook completion. Developing treatment plans to assist clients with relapse prevention and successful completion from the program. Provide individual and group education sessions, participate in client staffing's with treatment team. Provide adequate progress reports that will assist the treatment team with making the appropriate judgements.

B.A.S.I.C.
Employment: 12/2010-7/2012
Addictions Counselor/Behavioral Health

Responsibilities include maintaining a fast growing counseling caseload consisting of 20+ women. Consistent and continual contact with outside agencies including probation and parole, family court and D.F.S, also implementing appropriate treatment plan goals and objectives which are individualized to assist individual needs and treatment plan goals and objectives. Conduct and facilitate group counseling and group education. Arrange various type of conferences with referral sources, family and significant others when necessary. Skilled in working with clients with various mental health needs including but not limited to anxiety, depression, schizophrenia and Bi-Polar. Conducts individual counseling sessions with clients in accordance with treatment plan, or as necessary for crises intervention, S.O.A.P and D.A.P progress notes, interventions, treatments, evaluations, treatment plan reviews, and maintains client records and charts in accordance with organizational, regulatory, accreditation, and contractual standards.

Gateway Foundation St. Louis, Mo.
Employment: 11/2009-12/2010
Addictions Counselor/Behavioral Health
Responsibilities include but not limited to monitoring and maintaining a 45+ client caseload, consisting of all men with probation and parole requirements. Completes comprehensive assessment, prepares individualized treatment plan, in accordance with established standards and deadlines consistent with assessment. Develops client discharge plans that integrate aftercare treatment, utilization of appropriate referral resources, coordinates discharge with court

officers, social service agencies, or community organizations as appropriate or required. Conducts individual counseling sessions with clients in accordance with treatment plan, or as necessary for crises intervention, prepares and conducts group counseling or therapeutic encounter sessions; documents treatment plans, S.O.A.P and D.A.P progress notes, interventions, treatments, evaluations, discharge summaries, treatment plan reviews, and maintains client records and charts in accordance with organizational, regulatory, accreditation, and contractual standards.

Preferred Family Healthcare Inc St. Louis, Mo.
Employment: 5/2008-11/2009
Lead Residential Techniciation / GPRA Tracker/ Out-patient Coordinator
Monitor 30+out-patient caseload for chemically dependant and dual diagnosed consumers with day to day living needs in areas of life skills and life redevelopment using various types of counseling techniques including but not limited to Motivational Interviewing, Client Centered Therapy and Combination Therapy. Conduct group therapy sessions and implement crisis intervention techniques. Track/Locate clients 6 months after leaving our facility and complete a Government Performance Results Act.

Abraxas Interventions East St. Louis, IL
Employment 7/2006-10/2007
Addictions Counselor/Recovery Coach
Plan, structure and organize different types of group therapy sessions. Conduct individual, joint and family counseling sessions. Identify potential conflicts and implement crisis intervention techniques. Gather appropriate information to complete assessments, including B.P.S. Use clinically appropriate professional terminology to complete forms and records accurately and timely. Adhere to confidentially and ethics policies. Orient new clients regarding policies and procedures.

Abraxas Interventions East St. Louis,
Internship 6/2006- 7/2006
Documentation/charting, urine analysis, client screening, filing and assisting counseling staff with outpatient methadone treatment.

Abraxas Interventions East St. Louis, IL
Volunteer 4/2006 - 6/2006
Performed various clerical/office duties and assisted staff/counselors in outpatient methadone treatment.
Education: SWIC Belleville, IL
1/2007 - 2008

Continuing course work to obtain a Bachelors degree in Social Work
Shawnee Community College East St. Louis, IL
2005- 2006
Certification:
CRADC, ICADC and CADC (IL)

No. 4781

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Angela T. Coleman

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Kolby Collins

Professional Summary

Experience that includes sales, marketing, business development, employee training, communications, and writing. Ability to multi-task and make decisions to move projects to completion. A persistent goal setter, project finisher, and skilled collaborator.

Software/Tools	•MS Office •Access
Project Support	•Employee Training •Software Production Team
Relationship Management	•Customer Relations •Liaison

Experience

Preferred Family Healthcare
Community Support Specialist

- Complete Community Support assessment/Initial Discharge Planning Session and identify issues associated with, but not limited to, employment, education, healthcare, social connectedness, and criminal justice.
- Complete regular communication with referral sources/guardians regarding progress, transition planning, and pertinent clinical issues and document.
- Request correspondence from past treatment.
- Participate in staffing to assure continuity of care.
- Make or assist in outside referral of issues not able to be addressed in treatment.
- Assist in scheduling of treatment and arranging transportation.
- Initiate effort to contact and attempt to re-engage through notifying consumer/guardian/referral source of any absence within 48 hours, as noted in State Regulatory Standards.
- Responsible for the continuous development and evolution of treatment plans in an individualized manner.
- Represent the agency in a professional manner.
- Ensure or assist in the referral for medical issues of clients.
- Linking families with services in the community. Advocate on behalf of the family.
- Assist client/family in transitional planning.
- Correct any chart deficiencies within a timely manner.
- Document all services provided in accordance with State Regulatory/CARF Standards.
- Provide crisis intervention as necessary.
- Adhere to weekly direct service expectations.
- Facilitate group education as scheduled.
- Obtain trainings to assist in professional development meeting 36 hours every 2 years.
- Demonstrates interest in long term and short term goals and objectives of the company.

Sunflower Massage Studio
Reception
- Sales
- Check guests in/out
- Laundry
- Maintain upkeep of studio

Massage Envy – Olivette
Massage Therapist/Front Desk
- Perform customized massages per client
- Sales
- Check guests in/out
- Laundry
- Maintain upkeep of clinic

Mercy- St. Louis
Recovery Solutions
- Document phone calls and conversations with patients
- Assist patients with payment plans
- Mail statements to patients
- Call patients in regards to balances
- Update patient files

Patient Care Associate
- Take vital signs
- Admit, discharge, and transfer
- Position patients in their beds
- Measure urine and stool output
- Help Patients with person hygiene
- Transport patients
- Make beds
- Feed patients
- Glucose testing

YMCA
SACC/Site Director
- Providing before and after school child care
- Collecting weekly checks and accounting for overpayment, lack of payment, and late payments
- Assisting children with homework
- Planning and executing daily activities
- Incorporating the core values: Caring, Honest, Respect and Responsibility into the everyday lives of YMCA staff, kids, and community
- Building parent relationships
- Working with child/parent on corrective action plans
- Include children with disabilities into "normal" activities, while keeping stress levels at a minimum
- Supervise child's recreational activities involved in group settings, as well as individual settings
- Providing before and after school child care

Education

Capella University

- Masters of Arts Degree: Human Behavior
- Anticipated Graduation date: 12/15/15

Healing Arts Center

- Massage Therapist

Missouri State University

- Bachelors of Science Degree: Psychology

Suzanne Connelly

Accomplishments

- Employed with PFH since November 2005.
  Community Support Worker for PFH, C-STAR (880)
  Case Manager in the DOC-Co-Occurring Program (775)
  Worked on PFH team to re-vamp CSW assessment form
  Contributed a money saving suggestion to Bright Ideas with PFH

Professional Experience

Preferred Family Healthcare—November 2005-to Present

- Community Support Specialist 11/2005 to 04/2008, 01/2009 to present (Broadway site)
  CSW assists consumers in accessing community resources in order for them to achieve a recovery lifestyle. Initial focus is on health, housing, education, legal and support needs. Individualized assistance is provided to consumers to help them develop a support team with their families, and their community. An integral part of the job is to coordinate services/resources with other community agencies involved with consumer.
- Case Manager Co-Occurring Program(DOC 775) 04/2008 to 01/2009 (Brentwood site)
- Case manager was housed with two probation/parole officers from the City of St. Louis and shared a caseload of male/female individuals who were on parole or probation. All individuals in the program had a mental health diagnosis and a drug addiction. It was a priority for all individuals to have the opportunity to receive psychiatric services and substance abuse treatment. Also, a priority of this program was to develop a support system for consumer. Knowing that a case manager, probation/parole officer could not do the job alone, a team approach was applied to all recipients. Focus was for the individual to re-engage with their family. Family, with the permission of the consumer, was introduced to consumer's community resources. Family was made aware of consumer's legal, and Program obligations. Program reached out to family and community resources for help with medical/prescription compliance. Probation/Parole Officers set the tone of the Program. Program was designed to be supportive, and beneficial to the consumer not punitive. The ultimate goal is for each individual to receive the help they needed to successfully complete their parole/probation requirements and not return to prison. Case managers made home visits with the parole/probation officer. Solo home visits needed to be approved by PO. The Program was designed to be utilized in phases. Initially all consumers were requested to come bi-weekly to the office, and after they met certain criteria the office visits were reduced. Case manager monitored consumer's compliance, kept notes, treatment plans, progress updates and one on one conferencing with consumers. There was ongoing communication with consumer, PO, staff, and outside providers.

Foster Care Specialist, Salvation Army, Hope Center, St. Louis, Missouri, 2003-2004
As a case manager, I was responsible for an assigned caseload of children in foster care. My primary role was to insure the safety of these children and, whenever, possible, be a facilitator in returning children to their biological parents/relatives. My duties required **writing court reports, testifying in court, making home visits, transporting children to court, medical appointments and collateral contacts. All treatment plans were coordinated with the assigned Deputy Juvenile Officer, parents, CASA worker and extended family, and invited guests at the Family Support Team meetings.**

State of Illinois 1978- 2002

Child Welfare Specialist , case manager for foster care caseload.

Court Liaison for Monroe, Randolph, Washington and Perry counties.

Rotation Referral Manager (foster care placement)

State of Indiana, Department of Public Welfare 1973-1977
Caseworker for "Aid to Dependent Children" Program Albion, In.
Quality Control Reviewer Indianapolis, In.
Caseworker in "Old Age and Disability Program" Ft. Wayne, In.

State of Kansas, Depart of Human Services and Rehabilitation, Leavenworth, Kansas 1972-1973
Caseworker for "Aid to Dependent Children"

Federal Government -1964-1965
Clerk-Typist, Accounting & Financing, Ft. Leavenworth, Kansas.

Education

M.S. Education with a major in Counselor-Education, SIUE, Edwardsville, Illinois 1980
B.A. Sociology, Saint Mary College, Leavenworth, Kansas 1972

EDGAR CHARLES. CONWAY

HIGHLIGHTS OF QUALIFICATION

Proven success in the area of Supervising/Business Administration
Success in supervising 10 or more
Special training in Cultural Specificity Treatment
Proven Track record in program implementation
Excellent leadership skills
Proficient skills in client relations and group interaction

PROFESSIONAL EXPERIENCE

Preferred Family Healthcare – St. Louis Adolescent **10//2007 to Present**

CSS

- Disease Management
- Develop, implement, update, and revise as needed, a treatment plan that identifies specific, measurable and individualized interventions to reduce and manage symptoms, improve functioning and develop stability and independence. This plan is developed by a team consisting of the following as appropriate: the individual, family, community support specialist, community support supervisor, therapist, medication providers, schools, child welfare, courts and other supports.
- Provide services that result in positive outcomes including but not limited to the following areas: employment/education, housing, social connectedness, abstinence/harm reduction, decreased criminality/legal involvement, family involvement, decreased psychiatric hospitalizations, and improved physical health.
- Work collaboratively with the individual on treatment goals and service including the use of collaborative documentation as a tool to ensure that individuals are active in their treatment.
- Document services that clearly describes the need for the service, the intervention provided, the relationship to the treatment plan, the provider of the service, the date, actual time and setting of the service, and the individual's response to the service.
- Develop a discharge and aftercare/continuing recovery plan to include, if applicable, securing a successful transition to continued services.
- Contact individuals and/or referral sources following missed appointments in order to re-engage and promote recovery/resiliency efforts.
- Support individuals in crisis situations including locating and coordinating resources to resolve a crisis.

Liberty Program
SATOP Counselor

CIP Counselor
Group Education: OEP, ADEP, REACT
Assessment/Evaluations: OMU
WIP: Individual Counseling, Group Education and Group Therapy

New Beginnings Treatment Center, St. Louis, Missouri **3/99-07/99**
Substance Counselor

- C-Star /Altcare.
- Individual Counseling
- Group Education
- Group Therapy

E-Z Service Convenience Stores, Inc, New Orleans, LA
Field Trainer **11/97 – 3/99**

Store Manager
Design and implementation of new training programs
Conduct New Employee Training Program Roll- out
Facilitate stage II Environmental seminar, Advance Manager Training Program and Texaco Dazzle Program
Job fair recruiter

B.A.S.I.C of Louisiana, New Orleans, Louisiana
Program Director **5/94 – 5/97**

Grant Writing /fundraising/Annual Report Preparation
Liaison between Board of Directors, Program funders, Committees, other Programs/Agencies
Supervision of staff
Public Relations activities
Coordinate and Facilitate staff meetings
Prepare and submit Annual Budgets
Performed other tasks, duties and responsibilities as assigned by the Board Director

GREATER ST. STEPHEN FGBC, NEW BEGINNING DRUG MINISTRY
New Orleans, Louisiana
Director **6/96 – 3/99**

Coordinate ministry support group meetings
Supervise ministry fundraising activities
Planning and implementing staff in- service training
Conducting monthly Board Member meetings
Planning and implementing individual counseling, public speaking and other ministry activities
Developing and implementing a Christ Centered Treatment Program for ministry (20,000 membership)

B.A.S.I.C of St. Louis, Missouri
Senior Counselor **1/90 – 5/94**

Supervised Associate Counselor
Participate in initial assessments

Coordinate internal and external services for client as well as made special need referrals
Maintain impeccable and excellent client's records and documentation
Responsible for rehabilitation development: Assessment/Evaluation, activity planning, and intervention strategies.
Significant Other conferences
Coordinate individual/group counseling, didactics and lectures

EDUCATION

Forest Park Community College, St. Louis Missouri
Criminal Law 1977

PROFESSIONAL & CIVIL ORGANIZATIONS

Certified Advanced Substance Abuse Counselor
Clinical Qualified Professional
Ordained Elder

Visa Check to be cut 1/2/14 #89 290.10

No. 5190

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Edgar C. Conway

Continues to meet the standards and qualifications of a
SATOP Qualified Professional - REACT
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Sandra L. Cowart

Objective

To apply my education and practical experiences to a position in social service fields or any other related fields.

Experience:

07/2012-Present Preferred Family Healthcare Saint Louis, Mo

Certified Substance Abuse Counselor
Provided counseling to chemical dependent teens from the ages of 12-17, on an individual and group basis. Treatment intervention oriented toward prevention of substance abuse. Responsible for documenting counseling sessions, weekly progress of the client, assessments, reviewing DSM-IV diagnosis by a Licensed Professional with client, reviewing 12-step model, evidence base models, formalized treatment plans, utilized a cognitive-behavioral therapy intervention.

03/08-6/2012 New Beginnings C-STAR, Inc. Saint Louis, MO

Adolescent Program Director
Responsible for ongoing contact with the juvenile courts, judges, deputy juvenile officers and other referral sources. Coordination of the delivery of outpatient, residential, family therapy, individual counseling sessions, and community resources. Responsible for clinical assessments, evaluations and documentation of diagnosis of clients for admission and intervention programs. Responsible for all clinical decisions. Responsible to comply with state laws regarding suspected cases of child abuse and neglect. Ensure quality residential service delivery. Supervision and evaluation of staff job performance. Responsible for weekly staffing, monitoring prevention and intervention activities.

10/07-02/08 New Beginnings C-STAR, Inc. Saint Louis, MO

Substance Abuse Counselor
Provided counseling to chemical dependent teens on an individual and group basis. Treatment intervention oriented toward prevention of substance abuse. Responsible for documenting counseling sessions, weekly progress of the client, assessments, reviewing DSM-IV diagnosis by a Licensed Professional with client, reviewing 12-step model, evidence base models, formalized treatment plans, utilized a cognitive-behavioral therapy intervention and facilitated family support team meetings.

04/99-02/01 04/04-09/07 New Beginnings C-STAR Saint Louis, MO

Community Support Worker
Provided community resources to teens and their family to assist with the reduction of their usage and support within their schools, legal issues,

medical issues, clothing issues, employment and after school activities. In coordination with the counselor and client, documented the needs of the client and formulated treatment plans. Supervised Jennings Level II/III County pilot program for the purpose of providing drug treatment and case management services to teens.

04/02-03/04 New Beginnings C-STAR **Saint Louis, MO**

Community Support Worker Supervisor

Responsible for supervising community support workers, conducted 90-day and annual staff reviews, training and ensured staff was adhering to Department of Mental Health state community support standards.

03/01-03/02 New Beginnings C-STAR **Saint Louis, MO**

Teen Star Coordinator

Liaison between the Adolescent Drug Court and New Beginnings to ensure client's proper level of care in treatment, clients were adhering to their court obligations, clients were adhering to their treatment obligations, documented services, provided weekly reports and attended court weekly.

08/88-05/99 Edgewood Children's Center **Saint Louis, MO**

Part-time Supervisor/Lead Child Care Worker

Supervise staff members and problem-solved with children and teens in residential services.

Education

MO Valley College, Marshall, MO
Bachelors of Arts in Communication/Speech 1987
Certified Criminal Justice Professional (CCJP) 2008

References: Available Upon Request.

No. 4434

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Sandra L. Cowart

Continues to meet the standards and qualifications of a
Certified Criminal Justice Addictions Professional
as determined by the Board.

President

Expiration Date: **4/30/2014**

LaMara Dickerson

PROFESSIONAL OBJECTIVE

To interview for the Social Worker position.

EDUCATION/CERTIFICATION

Masters of Social Work with a Clinical Specialization, January 2007
Bachelor of Science in Social Work, December 2002
Saint Louis University, St. Louis, Missouri

Licensed Master Social Worker, 2013

RASACII, 2013

WORK EXPERIENCE

Employer: Preferred Family Healthcare
2639 Miami St., St. Louis, Missouri 63118

Job Title: Clinical Supervisor – October 2012-Current
Full-time 35-40 hrs. per week

Job Duties: Provide clinical oversight and management of the adult substance treatment program. Providing direct supervision of Associate Counselors, Therapists, Residential Coordinator and Community Support Supervisor. Participate in treatment planning and coordinate program activities. Oversee and ensure program compliance, curriculum development and implementation.

Employer: Places for People, West Pine Group Home
4232 West Pine Blvd. St. Louis, Missouri 63108

Job Title: Group Home Director – May 2009-October 2012
Full-time 35-40 hrs. per week

Job Duties: Manage the overall functioning of an RCF I, ensuring compliance with Department of Mental Health and Division of Aging regulations. Work with two community support workers to deliver psychosocial rehabilitation services to the twelve severely mentally ill group home residents. Supervise one psychiatric nurse and six residential specialists who provide care and supervision to the residents.

Employer: Salvation Army- Harbor Light Center
3010 Washington Blvd. St. Louis, Missouri 63103

Job Title: Case Manager VA/Transitional Housing Dorm – November 2008
Full-time 35-40 hrs. per week December 2008

Job Duties: Provide individual case management and group education. Prepare billing, treatment plans, and progress notes. Complete client intake paperwork and assessment. Participate in veterans employability workshops. Coordinate outreach, discharge, and record keeping with Salvation Army and VA Medical Centers. Maintain and provide crisis intervention, clinical documentation and writing to provide related information to promote needed substance abuse treatment and continued aftercare upon release.

Employer: Salvation Army- Harbor Light Center
3010 Washington Blvd. St. Louis, Missouri 63103

Job Title: Substance Abuse Counselor - June 2008-November 2008
Full-time 35-40 hrs. per week

Job Duties: Provide individual and group counseling, family conferencing (as needed), and crisis intervention. Complete client intake, assessment, treatment plan.

Employer: Salvation Army- Harbor Light Center
3010 Washington Blvd. St. Louis, Missouri 63103

Job Title: Family Therapist - August 2007-Novermeber 2008
Full-time 35-40 hrs. per week

Job Duties: Provide family and co-dependency counseling. Complete family assessments, case management, and progress notes. Conduct family education groups.

Employer: Barnes Jewish Corporate-Behavioral Health Services
1430 Olive St. St. Louis, Missouri 63103

Job Title: Community Support Work - October 2004 to December 2004
Full-time 35-40 hrs. per week

Job Duties: Work with individuals living with severe and persistent mental illness. Provide community support services, resource guidance and complete and implement psychosocial assessments and rehabilitation treatment plans

Employer: Saint Louis Psychiatric Rehabilitation Center
5300 Arsenal St. Louis, MO. 63139

Job Title: Clerk I/ Switchboard Operator - January2000 to October 2005
Full-time 35-40 hrs. per week

Job Duties: Dissimilate incoming and outgoing telephone calls.

ADITIONAL EXPERIENCE

Practicum Student: Salvation Army - Harbor Light, December 2005-June 2006

Practicum Student: Barnes-Jewish Hospital, June 2006-January 2007

Practicum Student: St. Mary's Health Center, August 2001 to May 2003

Clinical Volunteer: Grace Hill Clinic, June 1998 to Current

Edward Dove

Objective: To obtain a position with an organization in which I can utilize my knowledge of case management and rehabilitation methods, principles, and techniques, as they relate to mental health and substance use disorder treatment my work experience and leadership skills in the treatment of addictive disorders.

Work Experience:

Associate Counselor, Preferred Family Healthcare, St. Louis, MO 4/2013 to Present

- Participated in screening/assessment process under the direction of licensed/certified therapist within appropriate time frames as designated by State Regulatory/CARF/agency standards.
- Developed treatment plans for clients in accordance with State Regulatory/CARF guidelines that demonstrate evolution and individualization based on information gathered from assessments under the supervision of licensed/certified therapist.
- Completed any and all correspondence in a timely fashion.
- Participated in clinical staffing/team meetings, providing feedback on all pertinent cases.
- Adhere to weekly direct service model.
- Documented all the services provided in accordance with State Regulatory/CARF/agency standards. Ensured services are entered within appropriate time frame, DAP format, note refer to treatment plans. Assist consumers through transition process and complete any final correspondence such as transition summary, plan, letter, etc. under the supervision of licensed/certified therapist.
- Maintain positive professional relationships with referral sources, clients, and coworkers, adhering to Code of Ethics and agency policies.
- Handle crisis situations. Facilitated group counseling, group education, family conferences, and individual sessions.

Associate Counselor, Bridgeway Behavioral Health, St. Charles, MO 5/2009 to 9/2009

- Assist with the process to determine appropriate and eligibility requirements for admission to treatment program.
- Conducted client orientation to familiarize client with program services, expectations and goals.
- Evaluated client intake information collected in order to determine appropriate services.
- Defined areas of client's problems and needs, establishing long and short term goals.
- Developed appropriate strategies for clients reaching goals set forth in client initial assessment.
- Conducted one-to-one counselor/client sessions for purpose of assessing clients' problem areas and facilitating appropriate changes.
- Coordinate and provide information on services which respond to client's needs during acute emotional and/or physical distress.
- Act as a liaison in identifying the needs of client that cannot be met by agency.
- Assist client on how to utilize support systems and community resources available.

Residential Technician, Bridgeway Behavioral Health, St. Charles, MO 5/2008 to 5/2009

- Assist with client intake process for male facility in the detoxification and residential facility.

References: Available upon request.

- Conduct client orientation sessions to familiarize clients with program services
- Coordinate client daily activities.
- Assist with case management resources and planned framework of action.
- Responsible for record keeping, charting, writing reports, progress, discharge summaries and other client related data.

Other Employment History:

• Exact Maintenance, Inc. – Owner	1998-2008
• Keystone Automotive – Route Sales Driver	2003-2006
• Boeing/McDonnell Douglas – Maintenance	1996-2001

Education:

• Sumner High School, St. Louis, Missouri	1971-1975
• Catholic University (vocational school)	1978-1980
• St. Louis Community College at Florissant Valley	2008 – present

References: Available upon request.

No. 5479

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Edward W Dove

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Maureen Downs

PROFILE

- Graduate of the Masters of Social Work program at Saint Louis University.
- Specialization in Health and Mental Health.
- Coursework includes Crisis and Trauma Care, Clinical Diagnosis, Cognitive Behavioral Therapy, and Substance Abuse Interventions.

RELEVANT EXPERIENCE

Employment:

September 2012-present, Preferred Family Healthcare-Therapist, St. Louis, MO.

- Provide substance abuse counseling to adults, with the CSTAR program.
- Provide mental health therapy for dually diagnosed clients.
- Serve clients in inpatient and outpatient settings.
- Perform assessments and treatment planning.
- Facilitate educational and counseling group therapy
- Established ARTC and women's groups at the Broadway location.
- Maintain case notes in accordance with agency and legal guidelines.
- Trained and experienced in SBIRT health coaching.
- Participated in project IMPACT with the Family Care Health Centers.

Practica:

January – August 2012, Gateway Foundation in St. Louis, MO.

- Provide social services and counseling to the families of recently released offenders
- Perform assessments and treatment planning
- Substance abuse intervention including Motivational Interviewing, Cognitive Behavioral Therapy and psychoeducation
- Facilitate educational and counseling group therapy
- Maintain case notes in accordance with agency and legal guidelines

June – December 2011, Alton Mental Health Center in Alton, IL.

- Participated as a member of the treatment team
- Performed assessments and treatment planning of mentally ill patients in the civil and forensic units
- Provided supportive counseling to patients
- Participated in fitness hearings
- Performed progess reviews and treatment plan reviews
- Discharge planning and linkage to aftercare

Volunteer:

- College for Living teacher for independent living skills with mentally challenged adults.
- Reading tutor with Project READ, for inmates in the St. Clair County Jail, Belleville, IL.
- Pastoral Council president at St. Stephen's Catholic Church, Caseyville, IL.

Maureen Downs

211 Walnut Dr. Collinsville, IL 62234 618-345-1701 downsma@slu.edu

EDUCATION

Master of Social Work, 2012
SAINT LOUIS UNIVERSITY, St. Louis, Missouri

Master of Science in Biology, specializing in Cell and Molecular Regulation, 2000
SAINT LOUIS UNIVERSITY, St. Louis, Missouri

Bachelor of Science in Biology, specializing in genetics and microbiology, 1992
SOUTHERN ILLINOIS UNIVERSITY, Edwardsville, Illinois

WORK HISTORY

2012-present **Therapist**, Preferred Family Healthcare, St. Louis, MO
Individual and group counseling with substance abusers and dually diagnosed individuals. Provide social work and support to clients.

2007-2011 **Research Associate**, Monsanto, Creve Coeur, MO.
Quality assurance of seed and plant genomics, designed and implemented cloning strategies, coordinated sourcing and archiving of plant samples.

2000-2007 **Senior Research Assistant**, Saint Louis University, St. Louis, MO.
Lab manager, performed experimental research in the visual process.

1992-2000 **Research Technician I-IV**, Washington University School Of Medicine, St. Louis, MO. Performed experiments in a research lab, lab management, supported graduate students.

1986-1990 **US Air Force,** Weather forecaster in support of air operations.

SEP/NOV 06 2013

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
State Committee for Social Workers

Licensed Master Social Worker

VALID THROUGH SEPTEMBER 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2012030200

MAUREEN ANN DOWNS

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

ROBIA N. FIELDS

SUMMARY

Dedicated, results-oriented, highly motivated self-starter seeking a challenging position and active involvement in a progressive organization offering the opportunity to utilize proven and developing social work and interpersonal skills.

EDUCATION

2007-2009 University of Columbia (MO)
Master's of Social Work
1999-2004 Lincoln University (MO)
B.S. of Biology
1999 ***Graduate*** **Mumford High School (MI)**

WORK EXPERIENCE

March, 2005-present Preferred Family Healthcare Jefferson City, MO/St. Louis, MO
Certified Substance Abuse Counselor, CCJP

- Complete intake/screening/assessment process within appropriate time frames as designated by DMH/CARF/agency standards
- Develop treatment plans for clients in accordance with DMH/CARF guidelines that demonstrate individualization and evolution based on information gathered from assessment
- Complete all correspondence in a timely fashion
- Participate in clinical staffing/treatment meetings providing feedback on all pertinent cases
- Adhere to weekly direct service model
- Communicate with insurance department ensuring requested information is provided within specified time frames
- Corrections of file/charting deficiencies within appropriate time frame
- Assist clients through transition process and complete final correspondence such as transition summary, plan and/or letters
- Handle crisis situations as they arise
- Facilitate group counseling, group education, family conferences, and individual sessions
- Demonstrate interest in long /short term goals and objectives of the company

December, 2004 - March, 2005 Preferred Family Healthcare Jefferson City, MO
Community Support Worker

- Complete Community Support assessment/Initial Discharge Planning Session and identify treatment issues
- Complete regular communication with referral sources/guardians regarding progress, transition planning, and pertinent clinical issues

- Request correspondence from past treatment
- Participate in staffing to assure of continuity of care
- Make or assist in outside referral of issues not able to be addressed in treatment
- Assist in scheduling of treatment and arranging transportation
- Assisting client/family in transitional planning
- Responsible for the continuous development and evolution of treatment plans in an individualized manner
- Ensuring or assisting in the referral for medical issues of clients
- Linking family with services in the community. Advocate on behalf of the family
- Document all services provided in accordance with DMH/CARF Standards
- Provide crisis intervention as necessary
- Initiate effort to contract and attempt to re-engage through notifying client/guardian/referral of issues not able to be addressed in treatment.

October, 2003 - December, 2004 Preferred Family Healthcare Jefferson City, MO

Rehabilitation Technician

- Insure that all program expectations and rules are adhered to, and report behaviors to supervisor, which will assist in client treatment.
- Assist in orientation of client population with regards to client rights and rules under the supervision of residential coordinator
- Attend regularly scheduled individual and team meetings with supervisor
- Adhere to all medication policies and provide client transportation
- Facilitate education or recreation groups as scheduled
- Screen and monitor detoxification clients to ensure that safety and recovery needs are being met
- Monitor client activities and document client activities occurring on shifts that are relevant to client's progress or behavior
- Assure documentation is complete following DMH/CARF Standards including all group logs being complete for the current shift by the end of the shift.

AFFILIATIONS

2002 – Present: National youth Leader's of America Delta Sigma Theta Sorority, Inc., Alpha Theta Chapter; Lincoln University Big Sister/Big Brother Program; Mentor – Lincoln University Empowering Young Women; Lincoln University Jazz and Marching Band; Cole County Juvenile Drug Court; Cole County Community Resource Team.

AWARDS

Lincoln University Dean's List (1999 – 2002); National Dean's List (1999 – 2002); Lincoln University Foundation Scholarship Recipient (1999 – 2004); University of Missouri Columbia (2008-present) Phi Alpha Honor Society

MAY 21 2012 No. 4574

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Robia N. Fields

Continues to meet the standards and qualifications of a
Certified Criminal Justice Addictions Professional
as determined by the Board.

President

Expiration Date: **4/30/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Missouri Substance Abuse Professional Credentialing Board
Presents this $10.00 Coupon to:

Robia N. Fields

This coupon entitles you to receive $10.00 off any MSAPCB Regional Training. You are receving this $10.00 coupon in appreciation for renewing your MSAPCB credential(s).

This coupon expires October 31, 2013.
This coupon is not redeemable for cash.

Professional Summary

My 10+ year experience supervising and advising has given me management and organizational behavior skills. Leading and directing others through assessment of persons and situations are one of my strong points. I am trainable, flexible and can be a vital asset to our organization.

Skills

- Direct
- Strong Organizational and Developmental
- Leadership
- Management
- Cost Analysis
- Reliable and Flexible
- Handle Stressful Situations with Poise and Professionalism
- Coaching / Counseling

Computer Skills

- Microsoft Office Suite

Professional Experience

Preferred family Healthcare
Community Support Specialist (12/2013 – Present)

- Screening and Assessment
- Develop treatment plans.
- Facilitate group counseling/State Probation and Parole.
- Thorough knowledge of case management, rehabilitation methods, principles and techniques as they apply to mental health and substance abuse disorders.

Preferred Family Healthcare, St. Louis, MO
Client Engagement Specialist (10/2012-12/2013)

- Intake
- Assessment
- Develop client retention strategy for all assigned clients/Probation and Parole.
- Participate in treatment planning, clinical staffing, and interagency team meetings.
- Provide Safety Net Team training and continuous reviews of team effectiveness.
- Demonstrates interest in long term and short term goals.

Preferred Family Healthcare, Town and Country, MO
Performance Improvement Specialist (9/2012-10/12)

- Improving key clinical and support processes through utilization of the five-step performance model.
- Striving to achieve and improve identified outcomes in conjunction with the organizations strategic plan.
- Meeting all State and Federal regulatory requirements and other identified accreditation.
- Educate management, clinicians and staff on current and new practices related to performance improvement principles.

Preferred Family Healthcare, St. Charles, MO
Lead Rehabilitation Technician (08/2011-8/31/12)

- Oversee daily activities of consumers ensuring expectations and rules are adhered to communicating pertinent behaviors to treatment team.
- Assist in training, orientation, and supervising Rehabilitation Technicians.
- Assist with staff schedules and provide coverage for vacant work schedules.
- Complete annual evaluations for direct reports within designated time frame.
- Demonstrate in long term and short term goals for the company.

Providence Counseling, St. Louis, MO
Life Crisis Services-Practicum (05/2011-6/2012)

- Hot Line-Crisis Worker
- Assess and prioritize Suicide Intervention
- Assess and prioritize Crisis Intervention

Preferred Family Healthcare, St. Charles, MO
Practicum (04/2011-07/2011) Preferred Family Healthcare, St. Charles, MO
Rehabilitation Technician (03/28/11-08/2011)

- Assist and counsel individual adolescents with substance abuse and behavioral issues.
- Provide ongoing monitoring and supervision of adolescent population.
- Facilitating educational, recreation, and sobriety groups/Medicine Technician

National Association For Equal Opportunity in Higher Education and United States Department of Agriculture (NAFEO) , Washington D.C.
Logistical Support/Conference Recorder (09-2010 – 09/2010)

- Set up for registration and preparing registration materials for USDA 2010 Outreach and Advocacy Cooperatives Meeting.
- Scriber for conferences.

Veterans Medical Center, St. Louis, MO
Intern (09/2009-12/2009) John Cochran

- Performed administration, registration, and clerical duties.
- Managed file system including retrieval, copy, and disposal of files.
- Demonstrates ability to make decisions without supervision.
- Produces acceptable quality and quantity of work.
- Managed daily registration/schedules for patient office visits.
- Managed phones and forwarded to appropriate person.
- Possess necessary technical knowledge in work environment.
- Bed Management
- Emergency Room Administration

Metro Transit, St. Louis, MO
Para-Transit Operator (10/1995 – 09/2009)

- Transported elderly, disabled, and general public in a safe and efficient manner.
- Communicated effectively with passengers to provide transportation information.
- Strengthen safety procedures for the elderly, disabled and general public.

Professional Credential Services / MO State Board of Barbers & Cosmetology, St. Louis, MO
Proctor (07/2008 – 10/2009)

- Instructed examiners on the timing of candidates seeking their Esthetician, Instructors, Manicuring, Cosmetologist and Barbers license.
- Directed candidates seeking their license to ensure that they were in compliance with MO State Board of Cosmetology and Barbers rules and regulations.

Education

Harris-Stowe State University, Saint Louis, MO
Bachelor of Science in Healthcare Management (05/ 2010))

Forest Park Community College, Saint Louis, MO
Addictions Study, Certificate of Proficiency (05/2011)

Webster University, Saint Louis, MO
Master's Health Administration (08/2012- 15 credit hours)

Villanova University, Villanova, PA
Project Management (9/13 – Present)

Villanova University, Villanova, PA
Six Sigma Green Belt

Certificates-Awards-Recognitions & Achievement

- Vice President's Academic Honors List and Academic Honors Certificate, Harris-Stowe State University. (08/2006-01/2007)
- Customer Appreciation Recognition, Metro Transit, (06/2008 & 02/2009)
- Regional Business Council Association, (01/2008-04/2009)
- Missouri House of Representatives Certificate of Recognition, (05/2010)
- Walmart Brighter Futures Scholarship, (8/2010)
- OSHA Training-VITAS Hospice and Palliative Care, (10/2010)
- Bereavement Support Training-United Health Group, (02/2011)
- CPR Training-Preferred Family Health Care, (04/2011)
- CPI Training-Preferred Family Healthcare, (04/2011)
- CPR Certified, Preferred Family Healthcare, (04/2011)
- Applied Suicide Intervention Skills Training-Providence Counseling-Life Crisis Services, (05/2011)
- Crisis Intervention Training (05/22/2011), Providence Counseling-Certificate of Completion
- Certified Medicine Technician, Preferred Family Healthcare (06/2011)
- Certificate of Commendation-Above & Beyond, (09/2011)
- Food Manager Certification (09/15/11)
- Recognized Associate Substance Abuse Counselor II (06/25/2012)

No. 6825

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Robin Hayes

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

EARL JACKSON III

EDUCATION

Truman State University **Graduation: May 2013**
Kirksville, Missouri 63501
Major: Justice Systems Minor: African-American Studies
GPA: 2.7/4.0

QUALIFICATIONS SUMMARY

- Ability to write comprehensive reports using PC software.
- Ability to work under pressure and remain calm in emergency situations.
- Proven effectiveness in allocating and managing resources.
- Demonstrate ability to provide dynamic and proactive educational leadership.

PROFESSIONAL EXPERIENCE

Community Support Specialist **June 2013 – Present**
Preferred Family Healthcare, St. Louis, MO

- Providing support to clients dealing with dual diagnosis and chemical dependency by conducting quarterly and annual reviews, facilitating individual treatment plans, and conducting community and institutional visits.
- Increase client participation by establishing communications network with Family/Drug Courts, High Schools and client's families improving service quality.

Tel ALUMNI CALLER
Truman State University, Kirksville, MO **January 2011- May 2011**

- Assisted in raising funds for Truman State University
- Work closely with co-workers to develop strategies and ideas
- Speak with alumni about problem/solutions to help the university

OFFICE ASSISTANT **MAY 2008-AUG 2008**
Zeffert & Associations, St. Louis, MO

- Assist visitors to the office with various needs and questions.
- Distributed letters to the company's potential customers.

CAMPUS INVOLVEMENT AND ACHIEVEMENTS

Truman Football **August 2008 – May 2013**
Truman State University, Kirksville, MO

Truman State Academic Scholarship **August 2008 – May 2013**
Truman State University, Kirksville, MO

Provost and Vice President for Academic Affair's List **Fall 2009**
Truman State University, Kirksville, MO

Undergraduate Leadership Institute **Summer 2012**
Atlanta, Ga.

REFERENCES AVAILABLE UPON REQUEST

- One of the 100 members of Kappa Alpha Psi Fraternity, Inc. chosen to participate in this academy.

Kappa Alpha Psi Fraternity, Inc.
Truman State University **April 2010- May 2013**

- Responsible for recruitment and member intake process
- Hosting and organizing campus programs and activities
- Organizing community service projects with different non-for-profit organizations
- Organizing collaborative efforts with other Greek organizations across campus

REFERENCES AVAILABLE UPON REQUEST

Amir Karadzic

Professional Experience

2010- Present Preferred Family Care St. Louis, Mo
Associate Counselor

- Provide initial treatment needs, utilizing community resources. Work with clients alcohol and drug addictive. Provide help in regular treatment supporting client recovery stile life, and work with client to chance his, addictive behavior. Using new resources support client recovery process and help client to establish new life.

2002 – 2010 TANA/ATT Telephone Company St Louis, Mo
GIS Consultant

- Team member in AT&T GIS group capturing and digitizing street and parcel data for geographic Landbase layer used by AT&T Outside Plant Record System (OptiNT).
- Helped setup methods and procedures and improved existing work flow of capture process.
  Digitized incoming information by georeferencing scanned plats within 3 to 5 meter accuracy, edit8ing using geodatabases features to be loaded to AreSDE instance.
- Create road centerlines on a land base with 3 – 5 meter accuracy.
- Experience using GIS software such as ArcInfo, AreMap.
- Worked with teleAtlas(GDT) on data transfer procedures from AT&T and helped improve their in-house geographic system software called BEGUILE.

2001 – 2002 GDT West Lebanon, NH

- **Digital Mapping Technician/certified**
- Digitize maps by adding and updating streets and street attributes and non street features in digital format for various purposes: 911, car navigation, transportation/logistics, telecommunications etc.
- Knowledgeable in interpreting maps using GPS/GIS, keyboarding, arc Map, Arc Info.

1998 – 2001 U.S.P.S. White River Jet., VT.
U.S. Postal Worker

- General participation in the performance of all mailroom operation (sorting, distribution).

1995 – 1998 Cabot Creamery Cabot, VT.
Production Worker

- Prepare and package dairy products for various markets.

1985 – 1994 DES Textile Co. Prijedor, Bosnia

Director of Commercial Sector

- Consultant to clothing design and development of uniforms and commercial upholstery.
- Supervisor to textile fabrication.

1980 – 1985 Hotel – Prijedor Prijedor, Bosnia

Hotel Manager

- Supervise and manage accounting, personnel and investments of the hotel.

2009 – Present

FOCUS Leadership of St. Louis

- Active participant in program, with a goal of developing leadership skills together with other established leaders of the St. Louis community

2007 – Present

Director of Exhibit: Prijedor the Lives from the Bosnian Genocide

- Co-creator of the exhibit I cooperation with the Jewish Holocaust Museum, International red Cross, Fontbonne University and the Missouri Human Council.

- Organized several showings including the National capitol in Washington D.C., the Jewish Holocaust Museum in St. Louis, University of Denver in Colorado, and McDaniel College in Westminster in Maryland.

Education 2001 – Present

- Self Study ESRI products required to accomplish job assignments. Obtained and studies giS textbooks as well as ESRI publication books.

1974 – 1979 College of Belgrade Belgrade, Serbia

- Bachelor's Degree in Economics.

1970 – 1974 Graduate Academy ((High School) Prijedor, Bosnia

- High School Diploma

Contact persons for references:

Rusty Burke AT&T 314-603-6508
Peter King TANA 1-916-200-2827

No. 6411

NOV 27 2012

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Amir Karadzic

has met the standards and qualifications required of a
Recognized Associate Substance Abuse Counselor II
as determined by the Credentialing Board.

President

Expiration Date **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 6411

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Amir Karadzic

has met all the standards and qualifications
required of a alcohol and drug counselor as
determined by the Credentialing Board and is
hereby conferred the title of
Recognized Associate Substance Abuse Counselor II
Awarded on 11/9/2012

Clif Johnson
President
Alicia Ozenberger
Secretary

CARMEN KPEYA

Summary: My responsibilities had included facilitating meetings, scheduling appointments, writing collaborative documentation and connecting families to resources in the community.

EMPLOYMENT:

Preferred Family Healthcare-St. Louis, MO — 1year-current
Community Support Specialist

Working with diverse population of people, I've connected families to resources in their community's as well as providing intervention and prevention services to families. I've worked closely with the legal system, family courts and a variety of agencies and advocates. I believe in operating from a strength based approach.

New Beginnings
3901 North Union Blvd. — 3 years 2009 - 2012
[314]367-8989

Social services
Children Division
4040 Seven Hill Dr. — 11 years 1997 - 2009
314] 877-4050

EDUCATION:

Hazelwood Central High School — Diploma - 1979

Florissant Valley Community College — 2yrs –AS - 1995

UMSL University Missouri St. Louis, College — 4yrs- BSW - 1998

Reference Upon Request

Shirley Lester

Summary of Skills

Communication	Analytical
Management	Organizational
Leadership	Computer

WORK HISTORY

2013-Present **Preferred Family Healthcare**
Associate Counselor

- Facilitate group counseling.
- Screenings and Assessment
- Develop treatment plans

2011-Present **St Patrick Center**
Peer Support Specialist SSVF

- Provide community support for clients connecting them to various resources
- Manage a case load of 15 to 20 clients providing peer support
- Assist with presentations and educational groups
- Assist clients with job readiness including dressing for success

2010 –2011 Queen of Peace Treatment Center
Residential Aide

- Meet with women with substance abuse problems and help with making sure they are taking medication as directed.
- Stay overnight to make sure consumers do not leave building, smoke in rooms or cook during the night.
- Hold groups with women to talk about situations pertinent to client ending up in treatment. Make sure clients look at addiction and how there behavior and thought process brought them to treatment.

2007-2011 Society of St. Vincent DePaul, Criminal Justice Ministry
Project REACH Recruitment intake Specialist

- Visit are prisons interviewing prospective inmates interested in the program
- Facilitate team and case management meetings.
- Responsible for completing initial intakes on new clients accepted into the program.
- Assist clients with activities of daily living such as grocery shopping and attaining proper clothing.
- Counsel client on sobriety and ensure positive and supportive systems are in place

EDUCATION

1970-1974 Beaumont High School
High School Diploma

2012 Forest Park College
Criminal Justice

No. 7458

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Shirley Lester

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor II

Awarded on May 29, 2013

President

Alicia Oranburgh MACSAPP

Secretary

Lisa K. J. McDonald

Summary Dedicated , versatile mental health professional experienced in individual, family and group counseling with strong communication, analytical and organizational skills. Adept at working individually or as part of a team. Competence in:

Individual Counseling	**DSM –V Assessment**	**Supervision**
Group Counseling	**Substance Abuse Treatment**	**Moral Reconation Therapy**
Matrix Therapy	**Medication-assisted Treatment**	**Program Design**
Co-Occurring Counseling	**Case Management**	**Motivational Interviewing**

Certification **Licensed Professional Counselor (LPC)**; State of Missouri; June, 2008-present
Registered Substance Abuse Professional (RSAP); State of Missouri; June, 2008-present.
Medication assisted Recovery Specialist (MARS). State of Missouri. April 2012-present.

Education **Master of Education/Counseling** University of Missouri-St. Louis; 2001.
Writing Certificate University of Missouri-St. Louis; 1993
Bachelor of Science/Secondary Education University of Minnesota; 1979.

Professional **Therapist**, Preferred Family Healthcare, Inc. St. Louis, MO. June, 2008-Present.
Duties: Individual and Group Counseling and Substance Abuse Treatment for participants in St. Louis Circuit Court High-Risk Drug Court program. Coordinated and implemented core curriculum for Post-Plea participants.. Develops individual treatment plans. Functions as member of Drug Court staff. Has previously worked with Southern Illinois Federal parole drug clients, and co-occurring Medicaid clients.

Associate Counselor; Preferred Family Healthcare, Inc. St. Louis, MO. August, 2005-June, 2008.
Duties: Provided chemical dependency education on an individual and group basis. Facilitated intensive group therapy. Worked with individual clients to complete initial treatment plan to establish and subsequently achieve treatment goals and objectives based on client's need. Facilitated women's support group.

Phone Support Counselor; Mother to Mother, Inc, St. Louis, MO. 2000-2005.

Counseling Intern; Women's Healthcare Partnership, St. Louis, MO. 2000-2001.

Employment Counselor; Leider's Employment Service, Rochester, MN. 1984.

Department Manager; Target Stores, Rochester, MN. 1982-1984.

JUN 13 2013

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO: 2008011875
LISA MCDONALD

LISA MCDONALD

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO: 2008011875

LISA MCDONALD

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

RECEIVED JUN 04 2012

No. 3761

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Lisa K. McDonald

Continues to meet the standards and qualifications of a
Registered Substance Abuse Professional
as determined by the Board.

President

Expiration Date: **4/30/2014**

Joseph J. Mokwa

Summary

- Therapist experienced in treating adolescents and adults suffering with co-occurring disorders/trauma.
- Chief Executive Officer for over seven years of an organization with more than 2000 employees and a budget in excess of $150 million
- Member of the Major Cities Chiefs of Police representing the top 50 communities in the United States
- Proven ability to harmonize needs of diverse constituencies that included board of directors, employees, unions, legislative and civic leaders

Education

M.A., Counseling – Webster University (provisional license, 2013)
M.A., Security Management – Webster University
B.A., Business Management – Webster University
Graduate of **FBI National Executive Institute**
Graduate of **Secret Service Dignitary Protection** Program

Relevant Experience & Accomplishments

Therapist

- Counsel clients to develop goals, define problems and practical treatment plans for recovery and life stabilization.
- Monitor progress of client sobriety and adherence to psychiatric treatment.
- Prepare and maintain documentation on client progress consistent with compliance standards.
- Educate clients on self-identification of symptoms and medication compliance.

Chief Executive

- Designed and implemented strategic plans for leadership development, information technology, optimum service delivery, crime reduction.
- Demonstrated experience in managing print, voice and television media relationships. More than three on-air media appearances weekly. Made more than 500 public appearances to community organizations annually.
- Provided oversight and leadership to Human Resources. Hired over 100 employees annually and supervised the performance and development of five Colonels and more than 10 senior leaders including General Counsel, Information Technology, and Public Information.
- Nationally recognized leader in utilizing information technology IT to increase operational effectiveness; computer-aided dispatch, report writing, and records management.
- Prepared and managed an annual general fund budget of $150 million.
- Advised the Mayor and Board of Police Commissioners on all public safety issues related to the St. Louis metropolitan region.
- Built and managed a state of the art forensic laboratory resulting in the most efficient DNA analysis in the state.
- Built collaborative relationships with leaders from the Federal Bureau of Investigations, Drug Enforcement Agency, and Homeland Security to increase citizen protection and business continuity during crises.

Community Leadership

- Coordinated and implemented public safety strategies in 79 city neighborhoods to reduce crime and increase public satisfaction.
- Formed and developed the Police Foundation Board, with more than seven civic leaders, to raise needed capital for underfunded programs.
- Public Safety expert to Regional Business Council, RCGA, and Civic Progress to enhance regional image and economic development.
- Partnered with community leaders to provide security for major community events including the World Series and the Presidential Debates.

Employment History

Therapist, *Preferred Family Healthcare*	*2012 - current*
Chief of Police, *St. Louis Metropolitan Police Department*	*2001- 2008*
Assistant Chief of Police, *St. Louis Metropolitan Police Department*	*2000 - 2001*
Deputy Chief of Police, *St. Louis Metropolitan Police Department*	*1992 - 2000*

Community & Professional Contributions

Major Cities Chiefs Association, Member; 2001-2008

United Way of Greater St. Louis, Board of Directors; 2006 - 2008

Webster University, Board of Trustees; 1998-2012

Herbert Hoover Boys & Girls Club, Board of Directors - Emeritus

Leadership St. Louis, Class of 1994

Honors & Awards

Port Council **"Man of the Year", 2008**

Life Crisis Services, **Public Service Leadership Award, 2006**

Francis G. Slay, **St. Louis Mayor's Quality of Life Award, 2004**

National Institute of Community Justice, **"Brotherhood Award" 2003**

JUN 04 201

State of Missouri

Division of Professional Registration
Provisional License Professional Counselor

VALID THROUGH MAY 28, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013015663
JOSEPH J MOKWA
PAUL NIEMOELLER-1999141523
PREFERRED FAMILY HEALTHCARE
3800 S BROADWAY
SAINT LOUIS MO 63118
USA

JOSEPH J MOKWA
PAUL NIEMOELLER-1999141523

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH MAY 28, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013015663

JOSEPH J MOKWA
PAUL NIEMOELLER-1999141523
PREFERRED FAMILY HEALTHCARE
3800 S BROADWAY
SAINT LOUIS MO 63118
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

AMANDA MORENO

Objective

Continue working in the mental health field and expand my knowledge and experience working with individuals who have mental illnesses and substance abuse issues

Employment History

Community Support Specialist

July 2013- Present Preferred Family Healthcare, St. Louis, MO

- Provide person-centered care with emphasis on personal strengths, skill acquisition and harm reduction that promote active participation by the client in decision making and self-advocacy in all aspects of services and recovery/resiliency
- Work collaboratively with the client on treatment goals and service to ensure that clients are active in their treatment
- Facilitate and support recovery through activities including identifying needs, strengths, skills, resources and supports and teaching them how to use them; and identifying barriers to recovery and finding ways to overcome them

Community Support Staff

January 2012- July 2013 Places for People , St. Louis, MO

- Work collaboratively with clients with co-occuring mental illness and substance abuse issues to assist them making positive changes an decisions in their daily lives
- Assist and monitor client medication compliance and educate and encourage compliance and benefits
- Accompany clients into the community with attaining employment, maintain medical and psychiatric appointments, and maintain recovery

Front Desk Attendant

August 2011-January 2012 Club Fitness, Creve Coeur, MO

- Assist members with their memberships and provide education about the gym and the benefits
- Maintain a clean and sanitary environment in the gym and bathrooms
- Open and close the gym including working the register and financial aspects of gym memberships

Tanning Consultant

January 2010-August 2011 Hollywood Tan, Ballwin, MO

- Assist members and customers with tanning memberships and provide education about the tanning process and the benefits
- Maintain a clean and sanitary atmosphere
- Open and close the salon including the financial aspects of the business

Education

January 2011-Present University of Missouri-St. Louis , St. Louis MO

- Currently working towards obtaining a Master's degree in Counseling Education specializing in mental illness and substance abuse
- Completed a 300 hour practicum at Northview Nursing Home counseling individuals with mental illness and completed a 600 hour field experience at Preferred Family Healthcare counseling individuals with mental illness and addiction

Paul E. Niemoeller

Employment:

Therapist
Preferred Family Healthcare
3800 s. Broadway
St. Louis Mo. 63118
9-14-98 to 3/4/14
Ph 314-772-2205
Fax 314-772-9264
Supervisor: Jennifer Brassard
Responsibilities include providing comprehensive assessments, diagnostics, individual counseling, group counseling, and group education in a CSTAR and SATOP out-patient setting. The population includes co-occurring clients with a substance abuse as well as mental health diagnosis. SATOP, substance abuse traffic offender program services were also provided.

Utilization Manager

Austin Travis County Mental Health and Mental Retardation Center
1430 Collier Street, Austin Tx., 78701
10-31-1996 to 07-31-1998
Supervisor: Vicki Belinoski
512-320-8416
Responsibilities included reviewing requests for authorization of services to providers in a seven county area. Cases were reviewed based upon level of care, contract guidelines, and specific insurance carve outs per provide and client.

Counselor and Day Treatment Coordinator

Lakeview Center Inc, 1221 Lakeview Ave, Pensacola Fl, 32501
4-1-86 to 9-1-96
Supervisor: William Amendolare
805-438-5794
Responsibilities for this position involved providing counseling services, supervision of counseling and day treatment staff. Dual diagnosed clients were served in a 54 bed, multi-level, residential treatment facility. Field supervision of undergraduate and graduate practicum/internship students was also provided.

Undergraduate Student, merchant marine sailor, Gulf of Mexico oil-field diving operations, as well as teachers assistant.

7-13-1975 to 5-15-1985

During this period the primary focus was undergraduate school and beginning a family. Employment alternated with and supplemented periods of college attendance. Specifics related to this period are available upon request.

Military:

Navy

7-14-1971 to 7-13-1975
Pilot Rescue Swimmer in Viet Nam, Deep Sea Salvage Diver thereafter, and general deck maintenance as a second class Boatswains Mate (E-5).

Education:

Troy State University, 1986-1989, Pensacola Fla.
Graduated with Masters of Science, Counseling and Human Development.
Accomplishments: 3.85 GPA

Northwestern State University, 1983-1985, Natchitoches La.
Graduated with Bachelors of Science, Psychology
Accomplishments: Member PSY CHI

Brentwood/Northwest High Schools, 1968-1971, St. Louis Mo.
Graduate in General Studies.
Accomplishments: Seven varsity letters in three sports (Football, Wrestling, Baseball). Co-captain of the wrestling team, state tournament senior year.

St Paul Elementary School, Fenton Mo., 1960-1967
Graduated elementary school
Accomplishments: Alter boy, State champion little league baseball, played a game in St. Louis Cardinal's, Old Sportsmans Park.

Skills/Interests

Family, Southern Baptist Pastor, Fishing, Gardening, Musician, Poetry

5/10/13 $ 129.13

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 1999141623

PAUL E NIEMOELLER

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

2yrs.

LPC

6-30-201
6-30-201

10/28/13 $ 215.

CRADC

No. 2387

Missouri Substance Abuse Professional Credentialing Board

90

verify

Hereby Certifies that

Paul E. Niemoeller

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

CRADC

2yrs.

President

Expiration Date: 10/31/2015

No. 5356

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Paul E. Niemoeller

Continues to meet the standards and qualifications of a
SATOP Qualified Professional
as determined by the Board.

President

Expiration Date: 10/31/2015

ROBIN T. SMITH

OBJECTIVE: To offer my experience and reputation as a dedicated and enthusiastic substance abuse professional to assist in the recovery process of others:

2013- Present **Preferred Family Healthcare**

Substance Abuse Counselor

Provided direct line services to clients including:

Assessment

Guidance to improve their ability to perform tasks in living and work environments

Developed and implemented treatment plans

Individual and group counseling

Facilitated group education

Work on assigned cases conducting individual, family and group therapy sessions; Prepared discharge plans and conducted follow-up sessions with discharged clients

Prepared assessment/evaluation reports for the established guidelines;

maintained a variety of records related to clients and fees.

1993 – 2013 **Black Alcohol/Drug Service Information Center of St. Louis**

Clinical Supervisor

Coordinate, plan, and facilitate training to substance abuse counselors

Assist counselors in providing sound clinical results.

Supervise and evaluate counseling staff.

1990-1993

Substance Abuse Counselor

Provided direct line services to clients including:

Assessment

Guidance to improve their ability to perform tasks in living and work environments

Developed and implemented treatment plans

Individual and group counseling

Facilitated group education

Work on assigned cases conducting individual, family and group therapy sessions; Prepared discharge plans and conducted follow-up sessions with discharged clients

Prepared assessment/evaluation reports and diagnosis for the established guidelines; maintain a variety of records related to clients and fees.

1975-1990 **St. Louis University Hospital**

Nuclear Medicine Laboratory Assistant

Performed operation of Gama camera scanning

Assisted technologist in all phases of nuclear medicine scanning for diagnostic purposes (X-rays).

EDUACATION and LICENSES:

Certified Reciprocal Advanced Alcohol Drug Counselor by the Missouri Substance Abuse Professional Credentialing Board since 1993.

Certified Compulsive Gambling Counselor by the State of Missouri Department of Mental Health Division of Alcohol and Drug Abuse.

1990-1991 Harris Stowe University

1989-1990 Missouri Valley College

RECEIVED JAN 08 2013

No. 0927

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Robin T. Smith

Continues to meet the standards and qualifications of a Certified Reciprocal Advanced Alcohol Drug Counselor as determined by the Board.

President

Expiration Date: **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

RYAN O. SMITH

QUALIFICATION SUMMARY

Dynamic and compassionate, self directed change agent with sound reputation for excellence and keen ability to effectively motivate others and garner successful outcomes. Extensive experience services children, youth and families. Proven ability to develop individualized service plans, link consumers to indicated community resources and interface in multidimensional teams and settings. Highly adaptable to change and gifted in diverse and effective discourse, multi-tasking, systemic accountability and autonomous accountability. Seeking a challenging, yet rewarding opportunity to share and maximize my knowledge, skills, gifts and abilities, while strengthening an institution with like values, integrity, a strong foundation and an unwavering commitment to excellence.

KEY SKILLS

Assessment	Computer Proficient	Investigation	Rapport Building
Communication	Critical Thinking	Organization	Record Mgmt.
Compassion	Decision Making	Outcome Assess.	Report writing
Collaboration	Evaluation	Problem Solving	Time Mgmt.

TRAINED IN

Critical Intervention Planning	Frontline Ethics
CPR	First Aid
Documentation Guidelines	HIPAA for Mental Health Professionals
Family Assessment and Intervention	Substance Abuse Dynamics & Treatment

COMMUNITY SERVICE

Jamaa Learning Center Board Member — AUG 2009 - PRESENT

PROFESSIONAL EXPERIENCE

Community Support Specialist, Preferred Family Healthcare — OCT 2012-PRESENT

- Professional liaison with referral sources and consumer families.
- Facilitate group and individual classes.
- Assist with scheduling continued treatment.
- Assist consumers with building skills to live a healthy life.

Intensive In-Home Services (IIS) Specialist, Family Resource Center — JUL 2011 – OCT 2012
St. Louis, MO — OCT 2003 – OCT 2005

- Provide intensive in-home therapy to children and families in crisis, monitored goal progress, linked them to aftercare services and assessed post service functioning.
- Participate in IIS Team Staffings, Interagency Staffings, Family Conferences and Community Response Team Meetings.
- Compose individualized assessment, treatment goals and discharge summaries.
- Coordinate collaboration with colleagues and graduate interns.

Labor Foreman, Dyn Corp International — AUG 2010 – MAR 2011
Kuwait

- Facilitated coordination of materials, projects and subcontractor meetings.
- Delegated daily duties to work crews and approved subcontractor documentation.
- Monitored personnel performance and equipment certification compliance.
- Maintained confidential military assignments via completion of accountability reports.

Family Advocate/Social Worker, YWCA Head Start OCT 2005 – AUG 2010
St. Louis, MO

- Recruited consumers and verified eligibility.
- Implemented and maintained protocols to ensure full enrollment and daily attendance.
- Assisted families with strength and needs assessment.
- Linked consumers to indicated resources and monitored service delivery.

Deputy Juvenile Officer, St. Louis County Family Court AUG 2003 – JAN 2005
Clayton, MO

- Served as Liaison between law enforcement and youth agencies.
- Supervised incarcerated youth offenders in juvenile detention.
- Staffed offender and family service needs with school, medical and clinical personnel.

Truancy Court Social Worker, Ferguson/Florissant School District DEC 2001 – JUN 2003
St. Louis, MO

- Conducted student and family assessment amongst eleven county school districts.
- Maintained thorough service records and provided consultation to school personnel.
- Planned and facilitated special events amongst participating school districts.
- Provided expert testimony on student functioning at truancy court proceedings.

RCF Liaison/Rehabilitation Worker, Places For People JUN 2000 – DEC 2001
St. Louis, MO

- Assessed and evaluated the strengths and needs of clients with a dual diagnosis.
- Devised and implemented rehab plans in conjunction with indicated professionals.
- Provided skills training to improve the quality of clients' independent functioning.
- Collaborated with PSRC Director to develop/supervise needed developmental activities.

Assessor/Investigator, Division of Family Services OCT 1994 – JUN 2000
St. Louis, MO

- Conducted in-home investigations to assess for child abuse and/or neglect.
- Evaluated and determined service needs, inclusive of child(ren) removal and referrals to intra-agency and community resources.

Case Manager

- Coordinated services with the Caring Communities Program and School Personnel.
- Assessed family services needs and created individualized treatment plans.
- Facilitated Family Support Team Meetings amongst service providers for children.

Income Maintenance Case Worker

- Conducted in-home visits to assess family needs.
- Input and maintained accurate case information in compliance of agency policy.
- Prepared and submitted monthly reports.

EDUCATION

BACHELOR DEGREE OF SOCIAL WORK, *UMSL, St. Louis, MO: 1995*

Machalene J. Smith-Butler

OBJECTIVE: To utilize my experience and education to enhance the minds of others & assist them in positive self-development.

SKILLS & PROFICIENCIES:

15+ years of Computer Applications, Microsoft Office Suite (2007/2010/2013) Proficient, 40WPM

Computer Savvy, Task Oriented, Extremely Organized, Team Player, Fast Learner

Great Communication Skills, Windows XP, Surveying/Interviewing Skills, Citrix Network Savvy

FAMCare System Savvy, Analytical Thinker, Basic Accounting & Budgeting Skills

PROFESSIONAL TRAINING & CERTIFICATIONS:

Child & Youth Care Medication Certified, CPR & FA Instructor Certification, Peaceful Intervention Training, Coaching Principals, Safety Crisis Management, Effective Communication Training, HIPPA Training, First Time Supervisor Training, Sexuality Development in Adolescents, Domestic Violence against Women

EMPLOYMENT:

February 2014-Present

Community Support Specialist

- Develop, implement, update, and revise as needed, a treatment plan that identifies specific, measurable and individualized interventions to reduce and manage symptoms, improve functioning and develop stability and independence.
- Work collaboratively with the individual on treatment goals and service including the use of collaborative documentation as a tool to ensure that individuals are active in their treatment.
- Maintain contact with individuals who are hospitalized for medical or psychiatric reasons and participate in and facilitate discharge planning for psychiatric hospitalization and for medical hospitalization as appropriate.
- Ensure communication and coordination with and between other interested parties such as service providers, medical professionals, referral sources, employers, schools, child welfare, courts, probation/parole, landlords, and natural supports.
- Ensure follow through with recommended medical care, to include scheduling appointments, finding financial resources and arranging transportation when individuals are unable to perform these tasks independently.

October 2007-February 2014

Career Development/Transition Specialist

- Prepare and facilitate various classroom training activities, specifically in life skills, workplace communication, job search techniques, mock interviews, and job retention.
- Organize and oversee employer lectures and presentations to students.
- Participate & occasionally facilitate the student evaluation panel where student's academic progress & behavior is reviewed.
- Enforce the Center's behavior management & discipline system.
- Secure placement data for assigned student graduates.

January 2006-February 2014

Residential Technician

- Provide constant supervision for 15 residents with severe emotional and disturbed backgrounds.
- Deescalate potentially negative situations with or between residents.
- Document & track resident's interactions utilizing the FAMCare system.
- Transport residents to various appointments and recreational outings.
- Redirect and consequence, if necessary, inappropriate behavior displayed by residents.

Education:

Bachelor of Science Major Criminal of Justice Minor Psychology	Tennessee State University Nashville, TN
Diploma Major Mathematics	Gateway Institute of Technology St. Louis, MO

Keisha Sterling

Objective:

To obtain a position where my compassion, empathy, and solutions-oriented professionalism can prosper with my dedication to providing exceptional care and implementing effective treatment plans for children, adolescents, and adults experiencing or exposed to drug/alcohol abuse in addition to co-occurring issues.

Professional Goal:

Includes continuing to grow in leadership, knowledge, excel in versatile work environments, interact one on one with clients, share with team members and colleagues and develop world-class solutions to real world challenges.

Work Experience:

Preferred Family Healthcare **11/2012 - Present**

Community Support Specialist

- Provide case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and treatment planning.
- Facilitating educational groups of 25 consumers and regularly communicating with referral sources/guardians regarding consumer care
- Demonstrate skills in developing positive and productive consumer relationships and the ability to negotiate complex service systems to obtain needed services and resources for consumers.

Elderly Assistance Program **5/2008 – 3/2012**

Home Care Provider

- Assisting the elderly with their daily routines (i.e. cleaning their homes, grocery shopping, cleaning, preparing meals, assist with administering medication and helping them move to different parts of their home).

Scott Air Force Base

Summer Intern

- Installing/Uninstalling software on computers, answering inbound calls and directing them as needed, as well as keeping inventory of the buildings computer supplies using computer software excel

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Education:

8/2007 – 4/2012 Jackson State University Jackson, MS

BS in Psychology

- Member of Psychology @ Work
- Member of Psychology Club

8/2003 – 5/2007 Collinsville High School Collinsville, IL

General Studies, HS Diploma

Certifications:

Recognized by the Missouri Substance Abuse Professional Credentialing Board as an Associate Substance Abuse Counselor II

- Awarded on 4/10/13

References will be furnished upon request.

Shelley Morey Stretch

Education

The University of Missouri-St. Louis
2012-present
Doctorate of Philosophy of Education

The University of Missouri-St. Louis
Master of Education
Community Counseling
GPA: 3.9

Atma Yoga Training
National Yoga Alliance 200-Hour Program
Board Certified Instructor 2002

The University of Cincinnati
College of Design, Architecture, Art, and Planning
Bachelor of Arts and Science

_License & Certification

State of Missouri Provisional License Professional Counselor #2012037164

Certified Anger Management Educator, Certificate # 11120417

National Certified Counselor, NBCC #299166

_Clinical Experience

2013-2014 Preferred Family Healthcare - St Louis, MO(Therapist)

Provide individual counseling for individuals with co-occurring mental illness and/or substance abuse use disorders using evidence based practices.

Facilitate group counseling and family therapy sessions.

Complete all documentation and correspondence in a timely fashion.

Work closely with treatment team and consumer's to develop individualized treatment and appropriate treatment goals.

2012-2013 St. Anthony's Medical Center, Hyland Behavioral Health - St Louis, MO

Develop rapport with patients, and assess current mental status.

Provide daily support and counseling for patients.

Complete and maintain all necessary records and documentation according to facility guidelines.

Individual and group counseling with adolescent, and adult patients on various topics relevant to their needs.

Family counseling, and psychoeducation addressing diagnosis and successful discharge planning.

Collaborate with treatment team, patient, and patient's support systems to determine appropriate treatment and discharge planning.

2011-2011 Barnes Jewish Behavioral Health - St. Louis, MO (Internship)

Counseled approximately 20 mental health clients weekly within in a community health environment.

Effectively interviewed and assessed clients using criteria found in DSM-IV; maintained timely thorough and accurate client case notes.

Established and maintained a therapeutic relationship with clients; worked with clients to determine needs and goals; defined theory specific techniques to assist client in reaching goals.

Collaborated with supervisor, case managers and staff psychiatrists to determine how client could achieve the highest level of overall care.

Actively participated in weekly DBT team consultation meetings, co-facilitated weekly DBT skills group, maintained harmonious working relationship with group leaders and group members, and identified appropriate clients for DBT program.

2010-2010 Our Lady of Guadalupe - St. Louis, MO (Practicum)

Counseled five students a week ranging between first and sixth grade who were experiencing emotional difficulties.

Created and facilitated a weekly adolescent girl peer counseling group promoting self-esteem, positive self-image, and the development of productive coping strategies to handle peer pressure.

Designed and conducted weekly classroom guidance presentations for second grade students that focused on social skills development, problem solving strategies, impulse control, anger management, and good decision making.

_Employment

2009-2012 Kirkwood/Webster YMCA – Kirkwood, Missouri

Create innovative yoga classes introducing students to mind-body awareness, as well as various meditation and breathing techniques.

2008-2001 Yoga and Wellness Program Developer/Teacher
West Chester, Ohio and Goshen, Indiana

Self employed yoga instructor averaging more than 100 students per week.

Taught yoga to international members of the FC Indiana Women's Professional Soccer Team.

Instructed weekly yoga practice for teachers and employees of the Middlebury School System.

Introduced and taught children's yoga in local pre-kindergarten, elementary, and high schools.

Developed exclusive yoga program at a charter health and wellness facility while assisting the director with marketing strategies to increase enrollment.

Taught chair yoga at a local Senior Activity Center.

Guest taught at the YMCA Women's Retreat Day *and the* Cincinnati Yoga Teacher's Association Day of Wellness.

Mentored an apprentice student while an active board member of the Cincinnati Yoga Teacher's Association.

_Professional Development

2014 Completed week long training by Mayo Clinic Nicotine Dependence Program that meets criteria to become a Tobacco Treatment Specialist.

2012 Completed 10 hour training that meets criteria for the State of Missouri Court Ordered Anger Management.

2012 Trevor Project Facilitator & Volunteer, a two day training *Lifeguard Workshop* about LGBTQ issues and suicide prevention skills.

2011 Attended *Dialectical Behavior Therapy-Making It Work in Our Communities,* a two day introductory training program sponsored by the Missouri Department of Mental Health.

2010 Attended *Counseling LGBT and Questioning Youth,* a workshop sponsored by the University of Missouri-St. Louis, Division of Counseling and Family Therapy.

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State of Missouri

Division of Professional Registration
Provisional License Professional Counselor

VALID THROUGH OCTOBER 24, 2014
ORIGINAL CERTIFICATE/LICENSE NO. 2012037164
SHELLEY M STRETCH
CATHI MUELLER-001824
HYLAND BEHVIORAL HEALTH
10018 KENNERLYU ROAD
SAINT LOUIS MO 63128
USA

SHELLEY M STRETCH

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Provisional License Professional Counselor

VALID THROUGH OCTOBER 24, 2014
ORIGINAL CERTIFICATE/LICENSE NO. 2012037164

SHELLEY M STRETCH
CATHI MUELLER-001824
HYLAND BEHVIORAL HEALTH
10018 KENNERLYU ROAD
SAINT LOUIS MO 63128
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Ashley (Williamson) Thomas

Objective

To obtain a position that enables me to use my strengths and skills. I have extensive experience with customer service that enables me to handle any type of situation in addition to experience with current degrees. I am able to work well in groups and in leadership positions. I have assistant manager experience and able to work in a friendly and professional manner.

Experience

June2012-Present | Preferred Family Healthcare | St. Louis, MO

Associate Counselor

- Develop treatment plans for clients in accordance with State Regulatory/CARF guidelines that demonstrate evolution and individualization based on information gathered from assessments under the supervision of licensed/certified therapist.
- Complete any and all correspondence in a timely fashion.
- Complete any file/charting deficiencies within appropriate time frame.
- Maintain positive professional relationships with referral sources, clients, and coworkers, adhering to Code of Ethics and agency policies.
- Handle crisis situations as they occur, notifying supervisor when policy's dictate.

May 2010- Sept 2010 | American Eagle Credit Union | Arnold, MO

Service Representative

- Provided a friendly and convenient service for all members
- Cash handling: deposit and withdraw
- Negotiate checks and bonds, processed loans
- Settled Money Orders, Coin, Traveler's Cheques, Ensenta machine and ATM
- Averaged 20 referrals a month with sales
- Ordered checks, debit and ATM cards for members
- Provided Cashier's checks, Money Orders, Traveler's Cheques, Bonds and Visa Gift Cards

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October 2007-Jan 2010 | Commerce Bank | Arnold, MO

Teller

- Provide a friendly and convenient service to all customers
- Averaged 20 referrals a month and collected weekly and monthly referrals for branch manager
- Negotiated checks and bonds; processed loan payments
- Cash handling: deposit, withdraw
- Provided Cashier's checks, Money Orders, Traveler's Cheques, Bonds, Visa Gift Cards
- Trained new tellers

July 2004- Aug 2007 | Schnuck's Markets | Festus, MO

Ashley Thomas

Floral, Bakery, General Merchandise and Video Clerk

- Provide and friendly and convenient service to customers
- Cash handling
- Clean and maintain areas
- Transfer floral orders
- Train new clerks
- Stand in floral manager when manger was on vacation

Education

June 2009- Present | Webster University | Saint Louis, MO

Masters of Counseling Psychology

- Currently holding a 3.8 GPA
- Training in group counseling, individual counseling and drug and chemical dependency
- Training in crisis intervention

August 2006- December 2009 | Webster University | Saint Louis, MO

Bachelors of Psychology

References

References are available on request.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel- 29th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Steven Bearden (Name) Program Director (Title) Program Director (Proposed Role/Function)	Mr. Bearden came to PFH in 2012. As a Program Director, he supervises clinical and nonclinical staff members; completes and monitors annual budgets; and monitors programming for adolescent and adult residential and outpatient care. He has a B.S. in Psychology, a M.A. in Psychology, and is a LPC.
2. Jennifer Davis (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Davis joined the Scott Greening Center for Youth Dependency in 1999 and this agency became a part of the PFH family in 2003. In her role, she prepares treatment plans based on client needs, provides substance abuse education, assists in transition planning, and provides consumer education on employment, education, relapse prevention, etc. She has a B.A. in Psychology.
3. Susan Erdman (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Erdman came to PFH in 2007. She provides clinical evaluation, treatment planning, referrals, service coordination, counseling, client, family and community education, and documentation. She has a B.S. in Secondary Education, a M.Ed., is certified to teach, and has a RASAC II.
4. Stacie Frieze (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Frieze joined PFH in 2011. She has a B.S. in Psychology, a Ph.D. in Clinical Psychology, and is RASAC II certified. She transports clients to and from treatment groups three nights a week; works with staff to prepare and lead group education classes three nights a week; and works with clinical staff to ensure that clients' needs are met.
5. Paula Greninger (Name) Therapist (Title) Therapist (Proposed Role/Function)	Ms. Greninger began working at PFH in 2013. As a Therapist, she provides individual, family and group counseling for residential and outpatient clients; completes intake assessments; develops treatment plans; and documents all sessions. She has a B.A. in Recreation, a M.A in Counseling, and is a LPC.
6. Eric Hall (Name) Comm. Support Specialist Supervisor (Title) Comm. Support Specialist Supervisor (Proposed Role/Function)	Mr. Hall joined PFH in 2013. He brings a B.S. in Criminal Justice Administration and is responsible for supervising the community support team; ensuring compliance; monitoring the residential schedules; performing weekly audits and file reviews; and serving as a liaison for community relations (Diversion Court, Drug Court, House of Hope, and community resources).

Personnel- 29th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
7. Dustin Harryman (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Harryman joined PFH in 2013. As a Counselor, he conducts intake assessments, family assessments, trauma screenings, risk screenings and client health assessments; provides group and individual counseling sessions with adolescents; and works in the Achieving Recovery Through Creativity creative arts program. He has a B.S. in Psychology, a M.S. in Psychology, and is RSAP certified.
8. Reannon McCoy (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. McCoy joined PFH in 2013. In her role, she assists consumers in accessing and coordinating community resources; assists consumers with educational, recreational, vocational, nutritional, life skills, social skills and community resource needs; and maintains regular contact with the clients' families and referral sources. She has a B.S. in Criminal Justice Administration and Juvenile Justice.
9. Tambra Sesay (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Sesay joined PFH in 2011. In her role, she provides individual substance abuse counseling, group counseling, and serves as a point person for the Achieving Recovery Through Creativity creative arts program, where she conducts group recovery support. She has a B.S. in Psychology, a RASAC II certification, and is pursuing a M.A. in Human Services.
10. Stacey Stevens (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Stevens joined PFH in 2013. She is responsible for development of all clinical services and curriculum to clients in the residential and outpatient programs by planning, organizing, staffing, and directing patient care on a daily operational basis; performing file reviews; facilitating weekly clinical staffing, team and diagnostic disposition meetings; and conducting assessment intakes, individual, family and group therapy. She has a B.A. in Criminal Justice, a MSW, and is an LCSW.

Steven W. Bearden

Qualifications:

I have over twenty-five years of experience working in the medical and mental health fields. I have served in a variety of therapeutic, administrative and human resources roles. Throughout my work history I have demonstrated an ability to work successfully with people. I have demonstrated leadership experience with both small groups and large groups of people. I have been able to provide leadership in settings involving multiple departments and employees.

Education:

Missouri Southern State University – Bachelor of Science in Psychology, 1982
Pittsburg State University – Master of Psychology, 1983

Employment History:

Program Director — **Preferred Family Healthcare**
February 2012 to Present — **Joplin, MO**

- Serving as Program Director for an adolescent (12 to 17 years of age) substance abuse program providing outpatient and residential services.
- Responsible for supervising a team of professionals consisting of Therapists, Substance Abuse Counselors, Community Support Specialists, Rehabilitation Technicians, and support staff.

Human Resources Director/Assistant Administrator - Ozarks Community Hospital
June 2005 to February 2012 — **Gravette, AR and Springfield, MO**

- Served as Assistant Administrator in a Critical Care Access Hospital in Northwest Arkansas starting in June of 2010.
- In addition to general supervision at the hospital, responsible to supervise and manage a ten bed inpatient geriatric behavioral program. This unit specializes in behavioral treatment of persons 60 years of age and above
- Prior to moving to the Assistant administrator position, I served in the Human Resources Department in Springfield, Missouri doing employee and patient relations before being promoted to Director of Human Resources in April of 2008.

Interim Director/Case manager — **McCune Brooks Hospital**
February 2001 to June 2005 — **Carthage, MO**

- Served as case manager and interim director in a geri-psychiatric inpatient unit providing mental health services to the elderly ages 65 and above.
- Responsible for overall supervision and implementation of the treatment process including creation and development of treatment plans.
- Provided and developed ongoing training and education on a variety of topics for hospital staff.
- Conducted patient assessments and developed treatment plans appropriate to diagnosis and behavioral symptoms.
- Conducted individual, group and family therapy sessions.
- Presented educational seminars in the community for healthcare providers.

Counselor **Dayspring Services of Oklahoma**
1999 – 2001 **Tulsa, OK**

- Provided counseling services to the elderly in residential and nursing home settings.
- Served as therapist doing outpatient services for children and teens.
- Provided group, individual and educational services.

Executive Director **Discovery Institute**
1998-1999 **Joplin, Mo**

- Served initially as Educational Director. This position was responsible for recruiting, assessing and scheduling educational providers in a variety of seminar topics.
- After three months I was promoted to Executive Director. In this position, I was responsible for overall supervision and management of educational services and marketing processes and Human Resources functions.
- Primary concern focus upon coordination and development of educational and marketing staff to expand and develop seminar services to the community.

Counselor **Christian Family Ministries**
1997-1998 **Joplin, MO**

- Independent therapist working with a number of churches to provide individual, Marriage and Family counseling.
- Also, provided behavioral consultations to nursing facilities for hard to manage behavioral difficulties.
- Developed and presented a training program to volunteers for lay counseling program in area churches.

Associate Psychologist **Joplin Regional Center**
1983-1997 **Joplin, MO**

- Served in Associate Psychologist position working with children and adults affected by mental retardation and developmental disabilities.
- Job duties included psychometric testing, development of individual treatment plans, behavioral assessments and counseling services.

References:
Provided upon request

State of Missouri

JUL 09 2013

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2000146696
STEVEN W BEARDEN

STEVEN W BEARDEN

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2000146696

STEVEN W BEARDEN

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

Jennifer L. Davis

Education:

Missouri Merit exams

Correctional Service Trainee — November 1999

Social Service Worker I — November 1999

Bachelor of Arts in Psychology — May 1999

Minor in Juvenile Justice

Missouri Southern State College, Joplin, MO

Skills:

Child care work
Behavior Modification work
Group work
Early childhood development
Psychology work
Social work
Research
Interpersonal skills
Typing (75 wpm)
Organizational skills

Work History:

Community Support Specialist — December 1999-present

Scott Greening Center/Preferred Family Healthcare — Joplin, MO

Responsibilities include:

Admissions, family relations, community relations, court relations, school relations, and recreational activities.

Sales Associate — August 1994-December 1999

Wal-Mart Supercenter — Joplin, MO

Responsibilities include:

Customer service, greet customers, maintain positive attitude, stock shelves, price changes, labeling, ordering, and modular organization.

Shift leader — July 1990-July 1994

Dairy Queen — Lamar, MO

Responsibilities include:

Opening and closing the store, reconciling cash drawer, making daily deposits, supervising workers, filling customer orders, and ordering products.

References:

Excellent references available upon request.

Susan C. Erdman

Education

Shippensburg University of Pennsylvania
B.S. Secondary Education, French and Spanish
Millersville University of Pennsylvania
M.S.Ed. Elementary Education, Special Reading
Graduate cousework in Foreign Language
The Pennsylvania State University
Post-graduate coursework in Educational Administration
Drury University
Reading Practicum
University of Missouri (Columbia and Rolla)
Graduate coursework in Reading and Special Education
University of Central Arkansas
Coursework in Special Education

MO CPC Certification: current in Elementary, 1-8; Special Reading, K-12; French, K-12, and Spanish, K-9

Current Work Experience

Preferred Family Healthcare, Joplin, MO
Associate Counselor, 12-20-10 to present; Community Support Specialist, 7-16-07 to 12-20-10
■Essential job functions include Clinical Evaluation, Treatment Planning, Referral, Service Coordination, Counseling, Client, Family and Community Education, Documentation, and Professional and Ethical Responsibility.

Recent Work Experience

The School District of Joplin R-VIII
Teacher, Sixth-Grade Block (Comm. Arts, Reading, Social Studies), 8/2005 to present
Director/teacher specialist, elementary foreign language, 8/1999-6/2000
Teacher, middle school foreign language, 8/1996-6/1998
■ Responsible for day-to-day instruction, lesson planning, student evaluation and Spanish Club. Developed and implemented curriculum for the district's elementary foreign language program, including video-distance learning. Supervised elementary foreign language instructor and student teacher. Revised and implemented middle school foreign language curriculum. Served on middle school public relations cadre and supervised student yearbook publication staff. Served on elementary grade-report revision committee. Currently in the district's first Technology Leadership Academy class (constructivist technology pedagogy).

■ **St. James Protestant Episcopal Church, Birmingham, MI**
Director of Children's and Youth Ministries, 9/2003-8/2005
■ Responsible for equipping parish for ministry to children, infants, middle school and high school students. Coordinated weekly lesson planning and curriculum selection, scope and sequence, and taught seasonal programs, including drama. Recruited, trained, and supervised volunteer staff and paid child-care attendants. Assisted office administrator and ministry staff as necessary. Co-chair of Episcopal Diocese of Michigan Christian Education Directors.

■ **Farmington Public Schools, Farmington, Michigan**
Long-term substitute teacher, Farmington High School, 8/01-12/01
■Responsible for day-to-day instruction, lesson planning, student evaluation, and enrichment instruction.

■ **Carl Junction R-1 School District, Carl Junction, MO**
Foreign Language instructor, Carl Junction Jr. High School, 8/200-6/2001
■Responsible for day-to-day instruction, lesson planning, student evaluation, and Spanish Club. Developed and implemented curriculum for the district's new junior high Spanish and Foreign Language Survey programs for grades 7 and 8.

■ **Carthage R-9 School District, Carthage MO**
Instructor, junior-high Spanish and Language Arts, 8/1998-6/1999
■ Responsible for day-to-day instruction, lesson planning, and student evaluation. Served on foreign language curriculum revision committee.

■ **Rolla Public Schools #31, Rolla, MO**
Reading Specialist, Chapter I Reading, Truman Elementary School
■ Responsible for day-to-day remedial reading instruction; administration of diagnostic assessment, grades 1 through 4. Served on the developmental reading curriculum committee. Planned and implemented parent education programs.

Unrelated Work Experience

■ Newspaper journalism; general assignment reporter, editorial assistant, city desk editor, special editions editor
■ Administrative assistant to university registrar

Volunteer, community, and related honors

■ American Red Cross Board of Directors; Columbia Day Care, Inc., Board of Directors; Certificate of Recognition, Governor's Private Sector Task Force in Education (Pennsylvania); Literacy workshop presenter; Joplin Educator Fellow; Leader, mission trip to Puerto Rico; church choir member, church school teacher, VBS director/teacher; chair, elementary reading incentive program; chair, continuing education for GCT parent support group.

Current and Past Professional Memberships

■ National Organization of Episcopal Christian Education Directors; National Council of Teachers of English; International Reading Association; Association for the Supervision of Curriculum Development; Modern Language Association, National Council of Teachers of French, Spanish, and Portuguese; National Association for the Education of Young Children; National Catholic Education Association, MSTA; NEA.

COPY FOR TEACHER'S FILE

CERTIFICATE NUMBER 0408104

State of Missouri

Teacher's Certificate

This certificate issued by authority of the State Board of Education to

SUSAN C ERDMAN

PRINTED ON THIS DATE: 12/18/2007

BSE - 1973 MED - 1988

is a license to teach in the public schools of Missouri as herein specified, unless such certificate is revoked.

SUBJECT OR SERVICE	GRADE LEVEL	TYPE OF CERTIFICATE	EFFECTIVE DATE	EXPIRATION DATE
SPANISH	K-9	CAREER CPC	1/19/2008	1/19/2107
FRENCH	K-12	CAREER CPC	1/19/2008	1/19/2107
SPECIAL READING	K-12	CAREER CPC	1/19/2008	1/19/2107
ELEMENTARY EDUCATION	1-8	CAREER CPC	1/19/2008	1/19/2107

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Any entry made on this certificate other than by issuing authority will render the certificate void.

D. Kent King

Commissioner of Education

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

SUSAN C ERDMAN

Recd orig + copied 12/31/07.

COPY FOR TEACHER'S FILE

No. 6193

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

OCT 24 2013

Susan C. Erdman

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date: **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Stacie Frieze

Objective

OSCA Grant

Education

Missouri Southern State University

- Bachelors of Science degree in Psychology
- August 2009-December 2012
- GPA: 3.33

Walden University

- Ph.D. in Clinical Psychology
- March 2013-present

Research Experience

Missouri Southern State University

- Experimental Psychology (Spring 2012)
- Senior Thesis (Fall 2012)

Experience

Rehabilitative Technician
Preferred Family Healthcare
Joplin, MO
October 2011-March 2012

- Transport clients to and from treatment groups three nights a week. Work with staff to prepare and lead group education classes three nights a week. Work with clinical staff to ensure that client's needs are met.

Associate Counselor
Preferred Family Healthcare
Joplin, MO
March 2012-present

- Responsible for a caseload. Meet with clients based on their treatment level. Work on substance abuse and helps facilitate the learning of coping skills other than the use of substances. Participates in clinical staff meetings to help plan individual's treatment plan. Work closely with clinical staff to ensure the client's needs are met.
- RASAC II Certification

Assistant Residential Coordinator
Preferred Family Healthcare
Joplin, MO
July 2013-November 2013

- The incumbent of this position is responsible for assisting the Clinical Team in assigned treatment procedures, gives feedback, prepares the treatment area, cleans areas, and provides orientation of program expectations to consumers and orientation of staff to programmatic operations.

Community Support Specialist
Preferred Family Healthcare
Joplin, MO
November 2013-present

- The incumbent of this position provide case management and coordination of services including accessing initial treatment needs, scheduling treatment, transitional planning, utilizing community resources, and discharge planning. Other responsibilities include facilitating educational groups and regularly communicating with referral sources/guardians regarding consumer care. Work personally with multiple Drug Court programs within the area of Southwest Missouri, serving as a liaison between treatment and court.

Activites/Honors

Zeta Tau Alpha

- Fall 2009-Spring 2012
- Participated in community service projects such as picking up trash and helping during tornado clean up.
- Participated in fundraisers specifically for Breast Cancer Awareness and Research.
- Held multiple offices within the chapter on Program Council and Executive Council.

Psi Chi-International Psychology Honor Society

- Inducted into the society in spring of 2011.
- Members must have an overall GPA that is in the top 35% of their class. Members must have a psychology GPA that is at least 3.00.

Phi Eta Sigma-Honor Society

- Inducted into the society in spring of 2011.

Alpha Kappa Delta-Sociology Honor Society

- Inducted into the society in spring of 2012.
- To be a member of AKD a student must be a Sociology major (or minor in Sociology), of junior standing, have taken at least 12 hours of Sociology, and achieved a GPA of 3.0 in their major and a 3.3 for their overall GPA.

Received the Presidential Scholarship

- Received throughout entire time at MSSU.
- To receive the Presidential Scholarship, you must maintain a GPA of at least 3.0.

References

Dr. Robert McDermid
Missouri Southern State University
Joplin, MO
Psychology Department Head
(417)625-9768

Stacey Stevens, LCSW
Preferred Family Healthcare
Joplin, MO
(417)623-1990

Steve Bearden, MS/LPC
Preferred Family Healthcare
Joplin, MO
Program Director
(417)623-1990

No. 6623

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Stacie R. Steinbach

MAR 21 2013

has met the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date 10/31/2014

Above is a 5x7 mini certificate is to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 6623

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Stacie R. Steinbach
has met all the standards and qualifications
required of an alcohol drug counselor
as determined by the Credentialing Board and is
hereby conferred the title of
Recognized Associate Substance Abuse Counselor II
Awarded on 8/4/2013

Cliff Johnson
President
Alicia Ozenberger
Secretary

cc: orig doc

PAULA L. GRENINGER

EDUCATION

UNIVERSITY OF ARKANSAS
Classes for Licensure
NORTHEASTERN STATE UNIVERSITY, Tahlequah, OK
School Counseling Certification
WEBSTER UNIVERSITY, Kansas City, MO
Master of Arts in Counseling 08/1996 – 05/1998
SOUTHWEST BAPTIST UNIVERISTY, Bolivar, MO
Bachelor of Arts in Recreation

CERTIFICATION

LICENSED PROFESSIONAL COUNSELOR
AR License NO P0808064
MO License NO 2013011777

BACKGROUND

Over 20 years of experience in mental health systems to include recreation therapy, mental health counseling, private practice and Utilization Management and Review.

PROFESSIONAL EXPERIENCE

05/2013 – current

Preferred Family Healthcare
Therapist
Provide Individual, Family and Group Counseling for residential and outpatient clients, complete Intake Assessments, CHAT, Risk Assessments, Trauma Assessments, complete treatment plans for each client, document all sessions.

08/2008 – 03/2013

Ozark Guidance Incorporated
Utilization Management & Review/Crisis Counseling/MHP
Single Point of Entry
Notified supervisors of potential documentation issues
Individual, Family and Group Counseling
Assessments and treatment plans

10/2001 – 08/2008

Safe Place Counseling
Therapist/Owner
Responsible for operation paperwork (insurance, Medicaid and taxes)
Individual, Family and Group therapy
Assessment and treatment plans

04/1999 – 10/2001

Eaglecrest Counseling
Therapist
Individual/Family and Group Counseling
Assessments and treatment plans

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013011777
PAULA L GRENINGER

PAULA L GRENINGER

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2013011777

PAULA L GRENINGER

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

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ERIC L HALL

QUALIFICATIONS

Bachelor of Criminal Justice Administration Science degree as of 05-21-11 (graduated with honors).
Majored in Criminal Justice
Minored in Juvenile Justice (Associate Degree Law Enforcement with Honors)
Currently working on Masters Degree (South East Columbia University)
Detention Juvenile Officer shift Supervisor (Apr 16, 2012-July 5, 2013)
JIS Training (Jefferson City) Fundamental Facility Safety, Programming for Rehabilitation
Handcuff training Certification (Jasper County Sheriff Office.)
Class E driver's license
CPR certified
CPI
First Aid
Over 40 hours Trauma and PTSD training
CARF Certified
PTSD training
Hard Working, dedicated (see work history), punctual, adaptable, computer literate with Microsoft word, outlook express, computer class for spreadsheet and PowerPoint now successfully completed with an A for a grade (2007)

BELIEVER IN TEAM CONCEPTS: taught team membership classes on Team Membership committee for incentive certification

EDUCATION

Carthage High School
Graduated May 88

College Degree - Bachelor of Science (Administration), Associate (Law Enforcement)
MSSU-Missouri Southern State University
Criminal Justice Major
Juvenile Justice Minor
Member of project stay
GPA-3.8
SPANISH (4 semesters college level)
Currently working on my Masters at Columbia Missouri University (Southeast)

EMPLOYMENT

Preferred Family Healthcare
5260 West Wildwood Parkway
Joplin Mo. 64804

Community Service Support Supervisor for Residential/Outpatient Substance Abuse Program

Currently working-began employment on July 8, 2013
Interview, Hire and train Community Service Support workers
Ensure HIPPA, CARF, DMH, and state regulations are followed
Create work schedules, help monitor residential schedule
Run weekly Audits, File Reviews, Audit case management notes, Quarterly QI reviews
Act as liaison for community relations(Diversion Court, Drug Court, House of Hope, community resources) and developing good working relationships, attend professional conferences, research advancements
Teach Substance Abuse Education Classes, Public Presentations
Search out, and connect clients with needed resources
Teach Wellness Coach Classes to employees for certification
Follow SNAP note writing process, and develop strength based person centered goals with clients
Monitor employees' morale, weekly contact meetings for any concerns, develop interaction plans
Practice leadership through example, and enhance a positive working environment
Ensure proper health guidelines for Residential Program

Greene County Juvenile Office
1111N Robberson
Springfield, Mo 65802

Night Shift Supervisor Detention Juvenile Officer and County Clerk (expartes)
Began employment April 16, 2012- July 5, 2013
Created Schedules, Court Summaries, Monthly Work Assignment Schedules, Intakes of Juveniles, Safety of Facility, Training interns, Interacting with community and giving presentations on various topics, Searching out new Programming Methods, delegating shift work, Administer medication
Supervisor-Marie Swope (417) 829-6673
Assistant Supervisor-Joel Woodward (417) 829-6673

Ozark Center
East 34th st
Joplin MO. (new building being built-tornado)
(417)347-7588
CSS Worker (Community Service Support)
Juvenile case manager (July 5, 2011 - April 16, 2012) thru the Family Preservation Unit.
Supervisor- Aimee Doenning phone-(417)483-7366

Jasper County Juvenile Detention Center
530 S Pearl Avenue
Joplin Missouri
417-623-6676(Supervisor Linda Berry cell: 417-438-6243)

April 2010- July 2011 . . . Position as detention staff.
Responsible for safety of facility, intake of juveniles, monitor juveniles for their own safety, administer Urine Analysis tests, upkeep of facility, deal with problems associated with delinquent behavior as they arise. Administer meds as needed.

Preferred Family Health (The Old Scott Greening Center)
317 W 20th
Joplin Mo
417-623-1990

July 2009- April 2010 . . . Position as a Rehab Technician, Responsible for transport of clients, searches, Urine Analysis, supervision of clients both in residence and at AA or NA meetings, Overall ensuring the safety of clients, administering medications as needed

FRITO-LAY
Prigmore st.,
Joplin Mo
417-625-4612

August 2007-January 2009 computerized warehousing, temporary lead(FORKLIFT AND SHUTTLE TRUCK CERTIFIED) DUTIES INCLUDED: backing in trailers to docks, checking up with new members of my work team to troubleshoot any difficulties they might experience, receive inbound product Fill-in lead when needed, responded in first aid situations when lead was injured

EBV EXPLOSIVE ENVIRONMENTAL CO
3078 COUNTY ROAD 180
JOPLIN, MO 64802

2006-AUGUST 2007 dismantle various military explosives,
Approved by the U.S. Dept. of Justice to receive, transport, ship, or possess explosive materials as an employee possessor under the Federal explosive license/permit obtained thru background evaluation, working in strict safety antistatic environments

La-Z-Boy Midwest
Howard Busch drive,
Neosho Mo
417-451-5400

December 1996- October 2006 Varied Positions (upholstery, trainer, wood room Machine operator

Duties-was implemented into a cellular manufacturing team, working together toward a common goal in a furniture industry, trainer, build products above customer satisfaction

Schreiber Foods
Main Street
Carthage Mo, 64836
417-358-8111

February 1992- December 1996 Sanitation Worker, Machine Operator, Forklift Operator, Cooler Attendant, Teacher on Team membership Committee

Duties-In charge of Weekend Sanitizing prestartup production, registering employee's for team membership incentive Due to passing of the team membership class, received various awards for recognition of performance at computerized warehousing

PERSONAL REFERENCES and Reference Letters AVAILABLE UPON REQUEST at Interview

Dustin A. Harryman, LAC, RSAP-P

Education

Pittsburg State University – Pittsburg, KS

- Bachelor of Science (BS) degree, May 2011
  Major: Psychology Junior/Senior **GPA:** 3.92
  Concentration: *Substance Abuse Services*
- M.S. Psychology, 44 hours of coursework completed
- *Licensed Addictions Counselor* **(LAC)** through the Behavioral Sciences Regulatory Board (BSRB) of Kansas. License #381
- ***RSAP-P*** license through MSAPCB. License #7525

Honors

- Courses completed for Honors credit:
  - Abnormal Psychology 2010/Fall semester
  - Social Psychology 2010/Fall semester
  - Principles of Learning 2011/Spring semester
- All A *Scholastic Honors* earned, following semesters:
  - 2008/Spring semester
  - 2009/Spring semester
  - 2009/Summer semester
  - 2010/Summer semester
  - 2010/Fall semester
  - 2012/Summer semester
- Dean's *Scholastic Honors* earned, following semesters:
  - 2009/Fall semester
  - 2011/Spring semester
- PSI/CHI National Honor Society member
- Graduated With *Departmental Academic Honors*

Skills

- **Communication:** Exceptional listener and communicator who effectively conveys information verbally and in writing, excelling in one-on-one settings
- **Interpersonal:** Responsible, self-motivated individual who works well with a team. Warmly regarded by peers, professors and supervisors
- **Work Ethic:** Strong prioritization and time management skills

- **Leadership**: Peers regularly request assistance with understanding and comprehension of conceptual subject material
- **Adversity**: Patient and intelligent conflict resolution. Strong ability to focus on task at hand

Experience

Counselor for *Preferred Family Healthcare*, Joplin Missouri:

December 2013 – present

- Conducted intake assessments, family assessments, trauma screenings, risk screenings and client health assessments
- Responsible for Group and Individual Counseling sessions with adolescents
- ART-C Counselor, Achieving Recovery Through Creative means: expressive writing, music writing/composing, lyric writing, etc.

Addictions Counselor for *Behavioral Health Group*, DRD Medical Treatment Center in Kansas City, Missouri: July 2013 – December 2013

- Conducted intake screening and assessments to determine client need/eligibility for services
- Responsible for 40+ client caseload
- Performed Front Desk/Reception duties intermittently: greet and enter clientele into computer system, receive payments, responsible for bank deposits

Addiction Treatment Center – Girard, KS

- 6 months of supervised fieldwork
- Independently headed 2-hour primary groups for three in-house counselors per their request
- Directed several orientation, video-lecture, and informative groups

Relevant Coursework

Individual Counseling in Addictions: Interpreted several Substance Abuse Subtle Screening Inventory (SASSI) assessments and provided recommendations for treatment based on them. Became familiarized with Kansas Client Placement Criteria (KCPC) assessments

- References available upon request

No. 7525

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Dustin A. Harryman

has met all the standards and qualifications required of a substance abuse professional as determined by the Credentialing Board and is hereby conferred the title of

Registered Substance Abuse Professional - Provisional

Awarded on July 18, 2013

President

Alicia Oxenberg MHCSAPP

Secretary

Reannon McCoy

Education

Missouri Southern State University Joplin, MO — May 2012
Bachelor of Science
Major: Criminal Justice Administration and Juvenile Justice
Associate of Science
Major: Law Enforcement
Minor: Crime Scene Investigation

Crowder College Neosho, MO — December 2011
Associate of Science in Psychology

Related Experience

Preferred Family Healthcare Joplin, MO — August 2013-Present
Community Support Specialist

- Accessing and coordinating community resources for clients
- Assist clients with educational, recreational, vocational, nutritional, life skills, social skills and community resource needs
- Maintain regular contact with the clients' families and referral source
- Set goals/objectives for clients to work towards accomplishing throughout treatment

Ozark Center Turnaround Ranch Joplin, Missouri — November 2012 to August 2013
Residential Psych Tech

- Assist adolescents with behavioral problems and drug/alcohol abuse.
- Distribute medications.
- Actively participate and aid in the building block program.
- Helping children and families with Safety, Emotional functioning, Behavioral functioning, Family functioning and Community functioning.
- Understanding problems from multiple viewpoints.

Probation and Parole Office
Volunteer for Probation and Parole Joplin, MO — May 2011-March 2012

- Verified appointments and contacted clients that missed their report day
- Conducted drug testing as needed
- Communicated with outside agencies pertaining to offenders
- Managed house-arrest schedules

Intern for Probation and Parole Joplin, MO — December 2010-May 2011

- Assisted with interviewing inmates after an arrest
- Implemented Corrections Integrated System in writing Probation Violation and Pre-Sentence Investigations reports
- Participated in meetings with offenders during office visits, and observed home visits and court appearances
- Collaborated with the mental health court team on special circumstance cases

Other Experience

Holiday Inn Joplin, MO — February 2009-July 2010
Front Desk Clerk

- Registered and assigned rooms to guests and issued room keys
- Maintained records of occupied rooms and guest accounts
- Confirmed and booked reservations
- Processed billing statements and collected payments

Discount Dollar Anderson, MO November 2006-February 2010
Bookkeeper

- Performed administrative and clerical duties
- Assisted with both daily tasks and long term projects
- Scheduled appointments, managed records and filed reports
- Maintained accounting and bookkeeping.

Tambra Sesay

Objective:
Seeking employment opportunity with the agency to develop career capacity, and meaningfully contribute to the viability of the agency.

Summary of Experience
Currently pursuing my Masters in Human Services with emphasis in Marriage and Family; Bachelor of Arts degree in Psychology, intern social worker for middle school, substitute teacher, and volunteer at Kansas City Inner Schools. Possess solid computer skills, and sound knowledge of basic software. Have strong verbal and written communication skills. A team player, with ability to work with people from diverse cultural backgrounds, creative problem solver, and detail oriented.

Experience
Warrensburg Middle School – Warrensburg, Missouri **8/2005**
Social work internship

- Assist students with behavioral problems
- Maintain accurate records of all services provided.
- Develops a plan to provide basic services; explains available services and programs
- Refers student to appropriate programs for other needed services;
- Evaluate and document student progress Evaluate and document student progress.
- Assists Teachers in providing technical assistance and coordinating with parents.
- Student case manager.

Granby Elementary School – Granby, Missouri **8/2006**
Substitute Teacher

- Knowledge about student assessment options
- Grading, ranking, scoring practices
- Recording and reporting student achievement
- Management of (classroom) process, including discipline

Kansas City Inner City Charter School- Kansas City, Missouri **8/2004**
Volunteer

- Help Kids with school work
- Mentoring kids
- Management of (classroom) process, including discipline
- Evaluation of the course, teaching, materials, and curriculum

Office Depot-Merrifield, Virginia **1/2007 to 09/2008**
Design, Print & Ship Associate

- General customer service
- Design business cards, flyers and invitations
- Copy, fax, scan, bind and laminate
- Run cashier system and manage multiple customers.

Office Max-Joplin, MO **3/2009-Present**
Impress Associate

- General customer service
- Design business cards, flyers and invitations
- Copy, fax, scan, bind and laminate
- Run cashier system and manage multiple customers.

Preferred Family Healthcare-Joplin, MO **12/2011-Present**
Associate Counselor/ART-C Point Person

- Individual substance abuse counseling
- Group counseling
- Achieving Recovery through Creativity groups to support recovery

Education

Master of Arts in Human Services (in progress) Liberty University
Bachelor of Arts in Psychology Ashford University

Skills

Microsoft Word, Power Point, Publisher and internet browsing.

Certificates

RASAC II

References are available upon request.

No. 7092

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Tambra C. Sesay

JAN 15 2013

has met the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.

President

Expiration Date 10/31/2014

Above is a 5x7 mini certificate is to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 7092

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Tambra C. Sesay
has met all the standards and qualifications
required of an alcohol drug counselor
as determined by the Credentialing Board and is
hereby conferred the title of
Recognized Associate Substance Abuse Counselor II
Awarded on 12/11/2012

Clif Johnson
President
Alicia Ozenberger
Secretary

Stacey L. Stevens

Education:

Missouri State University, Springfield, MO Graduated May 16, 2008
Degree: Master of Social Work
GPA: 3.93 Summa Cum Laude
Method: Family Health Perspective

University of Arkansas at Little Rock, Little Rock, AR Graduated August 1995
Degree: Bachelor of Arts
Major: Criminal Justice
Minor: Human Services
Current Certification/Licensure: Clinical licenses for Missouri and State of Oklahoma obtained January 2011, Adult, Child and Infant CPR and Basic First Aid

Computer Literacy: Microsoft Office XP, Vista, and other Internet applications

EMPLOYMENT EXPERIENCE:

Preferred Family Healthcare
Clinical Supervisor, May 2013 to Present
5620 West Wildwood Ranch Parkway
Joplin, MO 64804 Phone: 417-623-1990
Contact: Steve Bearden, Program Director

- Responsible for development of all clinical services and curriculum to clients in a residential and outpatient substance abuse program by planning, organizing, staffing, and directing patient care on a daily operational basis.
- Completing supervision with Therapists, Associate Counselors, Residential Coordinator, CSS Supervisor, Nurses, Interns, Students and Volunteers
- Completes monthly file reviews for program as directed by DMH and CARF standards of care.
- Facilitates and directs weekly clinical staffings, team and diagnostic disposition meetings.
- Maintains weekly contact hours: conducts assessment intakes, individual, family and group therapy as dictated by program and individual needs.
- Provides oversight for billing services, completing weekly checks on staff productivity, monitors progress notes for thorough and completeness, maintains necessary file documentation.
- Develop evolving programmatic schedule to meet the needs of the client population while ensuring rights and responsibilities are maintained. Coordinates and collaborates with outside agencies to provide comprehensive services.
- Adheres to program budget by reviewing service delivery plans, management of services pertaining to expenditures of allocated funds and review of units of services per client.

- Provides uninterrupted coverage in accordance with licensing standards by scheduling staff, arranging substitute coverage for absent staff, approves staff leave requests in a manner that anticipates program needs.
- Completes employee evaluations to assess staff competencies. Provides clinical direction, performs corrective coaching, and maintains weekly supervision records.
- Ensures that all policies and procedures are being implemented to guide and support the provision of services provided. Recommends any policy and procedure changes to assigned Program Director.

Dayspring Behavioral Health Services/Alternative Opportunities-
Master Level Clinician, February 2009 to May 2013
3015 E. Skelly, Suite 103
Tulsa, OK 74105 Phone: 918-712-0859
Contact: Jamie Witmer

*Providing clinical therapeutic services to clients-home and school-based

- Court testimony and advocacy for client as necessary
- Clinical based reports and notes for billing electronically submitted weekly
- Assisting in the development and establishment of Vinita Clinical Office for CARF accreditation
- Therapeutic services based on various theological perspectives including interventions primarily through Cognitive Behavioral Perspective

June 2004 to February 2009 Finished education and stayed home with my children

Freeman Health Systems-Joplin, MO
Social Worker, Maternal Child Unit, April-June 2004
1102 W. 32nd Street Joplin, MO 64804 (417) 347-1111
Contact: Human Resources Department

- Community resourcing and collaboration with organizations to ascertain medical equipment for infants and children based on insurance qualifications
- Family advocacy and collaboration with Ronald McDonald House and Children's Miracle Network
- Holistic approach utilized in working with families in crisis to meet basic needs through community resources
- Multidisciplinary team staffings with families regarding treatment of prenates in the Neo-Natal Intensive Care Unit
- Evaluation of child safety, child abuse/neglect issues and mandated reporting when warranted using strengths-based approach for families in need

Jasper County Children's Division-Joplin, MO
Social Service Worker I & II, September 2000-April 2004
601 Commercial Joplin, MO 64801 (417)629-3050

- Investigating child abuse and neglect hotlines
- Assessment of children safety during bi-monthly home visits
- Initiation of community resource referrals for family holistic well-being
- Removal and placement of children into foster homes
- Written reports requesting intervention from the Juvenile Court
- Juvenile court testifying at individual family hearings
- Complete case management, including documentation, for record of each child in foster care system
- Completion of staffings and trainings as required for continuing education
- Policy analysis, revisions and implementation in accordance with the guidelines of the State of Missouri
- Coordination of multidisciplinary team monthly staffings with families for reunification
- Professional accountability to Juvenile Court system, agency, Attorneys, Therapists, Foster Parents, Guardian Ad Litems, CASA's, and families
- Development of strengths-based treatment plans for expedient family reunification
- Crisis intervention provided for clients on a walk-in basis

ADDITIONAL INFORMATION:

- Full-time transportation with insurance ensured for consistency
- Other course work and trainings pertinent to experience and knowledge available upon request

PROFESSIONAL REFERENCES UPON REQUEST

State of Missouri

Division of Professional Registration

Clinical Social Worker (LCSW)

VALID THROUGH SEPTEMBER 30, 2013

ORIGINAL CERTIFICATE/LICENSE NO. 2011040546

STACEY LYNETTE STEVENS

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EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 40th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Jennifer Davis* (Name) Community Support Specialist (Title) Community Support Specialist (Proposed Role/Function)	Ms. Davis joined the Scott Greening Center for Youth Dependency in 1999 and this agency became a part of the PFH family in 2003. In her role, she prepares treatment plans based on client needs, provides substance abuse education, assists in transition planning, and provides consumer education on employment, education, relapse prevention, etc. She has a B.A. in Psychology.
2. Stacey Stevens* (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Stevens joined PFH in 2013. She is responsible for development of all clinical services and curriculum to clients in the residential and outpatient programs by planning, organizing, staffing, and directing patient care on a daily operational basis; performing file reviews; facilitating weekly clinical staffing, team and diagnostic disposition meetings; and conducting assessment intakes, individual, family and group therapy. She has a B.A. in Criminal Justice, a MSW, and is an LCSW.

*The resume and/or license for this staff member was provided in another circuit's materials.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 41st Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Jennifer Lunsford* (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Lunsford came to PFH in 2008 as a Rehabilitation Technician and now serves as a Counselor. As a Counselor, she counsels individual clients on various goals in the treatment plan, organizes clients' charts and the initial paperwork in sessions, and facilitates counseling groups with clients. She is pursuing a B.S. in Psychology and Social Work and has a CADC designation.
2. Tamera Smith* (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Smith came to PFH in 2009 as a Clinical Supervisor. She coordinates services and collaborates with outside agencies to provide comprehensive services to the client and client's family; completes file reviews; facilitates weekly staffing; as well as conducts intakes, individual and family therapy. Ms. Smith also is responsible for providing oversight for billable services. She has a B.S. in Criminal Justice and Corrections and is a CRADC.
3. Amy Voiles* (Name) Program Director (Title) Program Director (Proposed Role/Function)	Ms. Voiles joined PFH in 2005 and has been promoted several times before obtaining her current position as a Program Director. She supervises clinical and nonclinical staff members; completes and monitors annual budgets; and monitors programming for adolescent and adult residential and outpatient care. She has a B.A. in Communications Disorders and a MSW. Additionally, she is licensed as a CRADC, LMSW, and a MARS.
4. Jessica Wellman* (Name) Lead Comm. Support Specialist (Title) Lead Comm. Support Specialist (Proposed Role/Function)	Ms. Wellman came to PFH in 2006 and has worked her way to Lead Community Support Specialist. She supervises a team of support specialists, works with drug court consumers, completes assessments, discharge planning, and identifies consumer issues with employment, education, healthcare, criminal justice, etc. She also communicates regularly with referral sources/guardians. Ms. Wellman has a B.S. in History and is pursuing a degree in Psychology. She is licensed as a RASAC II.

*The resume and/or license for this staff member was provided in another circuit's materials.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 43rd Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Steven Taylor* (Name) Clinical Supervisor (Title) Clinical Supervisor (Proposed Role/Function)	Ms. Taylor came to PFH in 2012. He provides direction and supervision to the clinical staff in Trenton; participates in treatment planning; facilitates weekly staffing; performs file review and oversight for billable activities; and monitors program budget. He also conducts intakes and offers individual, family and group therapy. He has a B.S. in Agricultural Economics, a M.S. in Counseling, and designations as a CRADC, Clinical Supervisor, LPC, OMU, OEP, and a SQP.
2. Kelly VanVleck* (Name) Program Director (Title) Program Director (Proposed Role/Function)	Ms. VanVleck came to PFH in 1990 and has held several positions before achieving Program Director. She supervises clinical and nonclinical staff members; completes and monitors annual budgets; and monitors programming for adolescent and adult residential and outpatient care. She has a B.S. in Psychology. Additionally, she is licensed as a CCDP, CRAADC, and a MARS.

*The resume and/or license for this staff member was provided in another circuit's materials.

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – 45th Judicial Circuit	Background and Expertise of Personnel and Planned Duties
1. Tasha Kitchen (Name) Associate Counselor (Title) Associate Counselor (Proposed Role/Function)	Ms. Kitchen came to PFH in 2012 and was promoted to her current position in 2013. She provides individual counseling and case management, participates in file reviews, staffing, and develops treatment plans. She has a B.S. in Counseling and is certified as a RASAC I.

Tasha Kitchen

Skills

- CPR certification
- Strong communication skills
- Perform well in high-demand, fast-paced environments
- Inventory control
- Cash management experience
- RASACI
- Employee hiring and retention
- Training staff
- Problem resolving
- First aid certification
- CAPE certification
- MAT certification

Accomplishments

- Youngest Pizza Hut employee in a franchise of 79 restaurants to be promoted to general manager.
- Second place for profits out of 79 restaurants my first year as a general manager.
- Offered Administrative assistant position first year at Sequoyah Enterprises.
- Offered Health care coordinator position first year at Sequoyah Enterprises.

Experience

Associate Counselor
September 2013 to Current
Preferred Family Healthcare- Troy, Missouri

Work with adolescents in the substance abuse population. Develop treatment plans, set goals with consumers and help consumers to achieve those goals. I meet with consumers for individual counseling and case management, participate in file reviews, staffing and develop treatment plan reviews.

Rehabilitation Technician

November 2012 to September 2013

Preferred Family Healthcare – Wentzville, Missouri

Work with adolescents in the substance abuse population. Transport consumers to and from outpatient treatment. Facilitate educational and recreational groups. I have also met with consumers for individual counseling as needed and helped to set treatment goals, as well as entered UA test into the computer system.

Direct care staff

April 2010 to October 2012

Sequoyah Enterprises – Bartlesville, Oklahoma

Work with dually diagnosed children in Oklahoma state custody. Transport children to and from school, doctor appointments and outings. Administer medications, teach children daily living skills and cook for clients. Work with a public school teacher inside the group home to aide in the education of clients. I have also worked closely with Oklahoma DHS and DDSD.

Restaurant General Manager

September 2003 to March 2010

Pizza Hut – Washington, Missouri

I was in charge of hiring and training new staff. Counted weekly and daily inventory. I made weekly schedules and daily deposits. I maintained restaurant sales and profits along with doing business to business kits. I also maintained customer satisfaction along with customer follow ups. I helped with daily restaurants activities including cooking, serving and prep work, Kept labor under control to insure profit.

Education and Training

Grand Canyon University 2014

Phoenix, Arizona, United States

Counseling

Bachelors of Science in Counseling with an Emphasis in Addiction, Chemical Dependency, and Substance

I have made the Dean's list every semester and currently hold a 3.8 GPA. I have attended GCU through online courses since August of 2010.

East Central College

Union, Missouri, United States

General
I attended ECC for one semester in 2005 for general studies.

No. 7332

Missouri Substance Abuse Professional Credentialing Board

Hereby recognizes that

Tasha N. Kitchen

has met all the standards and qualifications required of an associate substance abuse counselor as determined by the Credentialing Board and is hereby conferred the title of

Recognized Associate Substance Abuse Counselor I

March 7, 2013-March 7, 2014

President

Secretary

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel – Statewide Virtual Counseling	Background and Expertise of Personnel and Planned Duties
1. Brenda Bryan (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Bryan came to PFH in 1996 and has held several positions at PFH before being promoted to her current position in 2008. She provides individual and group counseling to adolescents, adults, and drug court consumers using interactive 3D technology; assists consumers with treatment and transition planning; provides crisis assistance; and offers referral facilitation. She has a B.A. in Sociology and is certified as a CCDP, CRADC, and a SQI-R.
2. Zachary Clark (Name) Counselor (Title) Counselor (Proposed Role/Function)	Mr. Clark came to PFH in 2009 and was promoted to his current position in 2012. He works on developing and expanding the virtual program; maintaining contact with referral sources and families of clients; builds treatment plans based on individual needs; leads treatment related groups based on program expectations and needs; and has worked with various drug courts. He has a B.A. in Psychology and a CADC designation.
3. Michelle Pettengill* (Name) Counselor (Title) Counselor (Proposed Role/Function)	Ms. Pettengill came to PFH in 2011 and serves as a Counselor. She counsels individual clients on various goals in the treatment plan, organizes client's charts and the initial paperwork in sessions, and facilitates counseling groups with clients. She is pursuing a B.S. in Psychology and has a CADC designation.
4. Jared Torbet (Name) Program Director (Title) Program Director (Proposed Role/Function)	Mr. Torbet facilitates program and grant goals and expectations; provides administrative and clinical supervision of counselors and staff; provides program development and implementation; provides 3D virtual world planning, modeling, and layout; and offers computer support for consumers. He joined PFH in 2011 and has a B.A. in Psychology, a M.Ed. in Counseling, as well as licensing as a CADC and PLPC.

*The resume and/or license for this staff member was provided in another circuit's materials.

Brenda L. Bryan

Education

Truman State University (formerly Northeast Missouri State University) - Kirksville, MO
Bachelor of Arts Sociology/Anthropology (95')

- Criminal Justice Minor

Certifications

- Certified Co-occurring Disorder Professional (CCDP)
- Certified Reciprocal Alcohol and Drug Counselor (CRADC)
- Certified Substance Abuse Counselor- I – April 2003-October 2009
- Crisis Prevention Institute trained
- First Aid/CPR certified
- GAIN-I Trainer certified
- MANDT Behavior Management certified - April 1996 - April 1998
- Med-Aide Level 1 certified – April 1996 – April 1998
- Peaceful Intervention Program trained
- Substance Abuse Traffic Offenders Program Qualified Instructor (SATOP QI)

Professional and Work Experience

Preferred Family Healthcare, Inc. - January 1996 - Present

Virtual World Counselor – December 2008 – Current

- Provide individual and group counseling to adolescents, adults, and drug court consumers using interactive 3D technology
- Assist consumers with treatment and transition planning
- Crisis assistance and intervention to consumers
- Provide referrals to community resources to aid recovery
- Assist in development of 3D virtual platform
- Provide clinical assistance to virtual world team as needed

Counselor and Family Counselor – October 2000 – December 2008

- Conduct individual and group counseling
- Assist consumers with treatment and transition planning
- Provide family counseling to consumers and their families in both residential and outpatient treatment
- Crisis assistance and intervention to consumers and their families
- Behavior management
- Provide referrals to community resources to aid recovery

Residential Coordinator - January 2000 – October 2000

- Hiring, supervision, training, and scheduling of rehabilitation technicians

- Behavior management

Community Support Worker – April 1997 - January 2000

- Assisting consumers and families in obtaining community resources
- Communication and correspondence with consumers, families and referral sources
- Assist consumers in community integration
- Conduct group education
- Work collaboratively with the individual on treatment goals
- Develop a discharge and aftercare/continuing recovery plan

Rehabilitation Technician – January 1996 - April 1997

- Ensure that all program expectations and rules are adhered to
- Participate in treatment by helping to identify consumer's needs, problems and strengths
- Assist and educate consumers in performing daily activities as needed.
- Facilitate education or recreation groups
- Adhere to all medication policies
- Coordinate incoming calls and respond to crisis calls

Student Worker - Northeast Missouri State University - August 1994 - May 1996

- Complete clerical duties as assigned while maintaining integrity of confidential information

Research / Publications

"A Day in the Life of an Online Therapist" *(Therapeutic Innovations in Light of Technology, 2011)*

Presentations

"Meet Your Counselor: An Avatar" (Virtual Worlds Best Practices in Education, 2013)

"Avatar Assisted Therapy" (Missouri Addiction Counselors Association, 2011)

"Achieving Recovery Through Creativity" (Missouri Addiction Counselors Association, 2010)

No. 5065

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Brenda L. Bryan

JAN 02 2013

Continues to meet the standards and qualifications of a
Certified Co-Occurring Disorders Professional
as determined by the Board.

President

Expiration Date: **10/31/2014**

No. 2769

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Brenda L. Bryan

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2014**

No. 5166

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Brenda L. Bryan

Continues to meet the standards and qualifications of a
SATOP Qualified Instructor
as determined by the Board.

President

Expiration Date: **10/31/2014**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Zachary Clark

Personal Profile

- Hard working, determined, task-based employee
- Motivated to expand professional and personal knowledge and experience
- Sociable and personable with relatable life experience

Education

Truman State University – Kirksville, MO
-Bachelor of Arts degree in Psychology -Internship with PFH adult program -Certified Drug and Alcohol Counselor

Experience

Professional Experience

Preferred Family Healthcare, September 2012- Current *Virtual world Counselor (Development, Portal DWI, Portal II, Portal Plus)*

- Worked on developing and expanding the virtual program
- Maintained professional contact with referral sources and families of clients
- Worked on building and progressing treatment plans based on individual needs
- Tailored and led treatment related groups based on program expectations and needs
- Have worked with various Drug Courts, legal representatives, and others in the court systems

Preferred Family Healthcare, 2010- September 2012 *Community Support Specialist*

- Developed curriculum to advance the adolescent unit's behavioral and positive incentive system
- Experienced with record keeping through progress notes and chart documentation
- Maintained professional contact with referral sources and families of clients
- Have worked with a variety of surrounding communities and varied cultures
- Familiar with the residential and outpatient intake process, transfers, and referrals
- Worked on building and progressing treatment plans based on individual needs
- Familiar with the assessment process and the use of assessments to address specified needs

Preferred Family Healthcare, 2009-2010 *Rehabilitation Technician*

- First-hand experience with de-escalation and redirection
- First line support team in dealing with treatment issues and life dilemmas
- Valuable communication skills in a team orientated unit

Activities

- Participated in independent research leading and developing cognitive psychological study
- Fraternally affiliated council member focusing on teamwork, organization, and community

No. 7014

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Zachary J. Clark

Continues to meet the standards and qualifications of a
Certified Alcohol Drug Counselor
as determined by the Board.

President

Expiration Date: **10/31/2015**

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

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BY:

Jared B. Torbet, MEd, LPC

Work History

November 2011 – Present | Preferred Family Healthcare | Kirksville, MO

Program Director of Emerging Technologies

- Facilitation of program and grant goals and expectations
- Administrative and clinical supervision of counselors and staff
- Program development and implementation
- 3D virtual world planning, modeling, and layout
- Computer support for consumers

February 2009 – October 2011 | Phoenix Programs, Inc. | Columbia, MO

Individual and Family Substance Abuse Counselor

- Conduct the 12 Core Functions from the MSAPCB
- Maintain accurate, up-to-date records and documentation required
- Conduct educational and process groups
- Conduct screenings, intakes, and assessments
- Provide individual and family counseling
- Promote and further develop the Family Programs

December 2007 – November 2008 | Burrell Behavioral Health | Columbia, MO

Community Support Specialist

- Work with clients that live with long-term mental illness
- Facilitate the accessing of community resources for clients
- Help develop a treatment plan with each client
- Help clients achieve individualized goals on their treatment plan
- Scheduled assessment of client progress

June 2007 – July 2008 | ComoStudios | Columbia, MO

Owner / Operator

- Studio, wedding, and event photography
- Videography services
- Web development and maintenance
- Admin and supervision of 1 employee

September 2006 – May 2007 | Regional Hospital | Columbia, MO

Perioperative Assistant

- Assisted O.R. Dept. in surgical areas
- Patient assistance
- Turned over rooms between surgeries
- Assisted nurses during surgery prep
- Transported lab samples, equipment, etc.

June 2005 – August 2006 | Show-Me Mowing | Columbia, MO

Laborer (during a counseling internship for college)

- Commercial and residential mowing, trimming, and cleanup
- Basic landscaping, mulching, and fall cleanup
- Irrigation systems installation and maintenance
- Winter snow removal

November 2002 – June 2005 | Columbia Photo | Columbia, MO

Large Format Supervisor / Computer Technician / Photographer

- Supervised the large format department (labor, ordering, maintenance)
- Computer service, networking, custom-builds (customer and in-store)
- Sports photography (MSHSAA)
- Customer service and floor sales

August 2002 – January 2003 | KMIZ 17 | Columbia, MO

Production Assistant

- Operate cameras and teleprompter on set
- Deliver printed scripts to news anchors
- Obtain news releases from area police and sheriffs departments

March 2001 – July 2002 | Outreach & Extension | Columbia, MO

Technology / Support Staff III

- Web design
- Computer support and office equipment maintenance
- Brochure, newsletter and presentation material development / editing
- Satellite and telecommunication conference hosting and management

April 2000 – July 2000 | City Of Columbia, IS | Columbia, MO

Programmer's Analyst 1 (Temporary Position)

- Computer system upgrades and repairs
- On site / off site tech support
- Aided network installation, additions, and conversions

January 1998 – March 2000 | Home Depot, Inc. | Columbia, MO

Hardware Associate

- Customer service, stocking, ordering, organizing, cleaning
- One year phone sales experience
- "District Golden Cup" award
- Five "Excellent Customer Service" awards, one "Associate Of The Month" award

Education

September 2006 – May 2009 | Stephens College | Columbia, MO

- M.Ed. in Counseling with and emphasis in Licensed Professional Counseling and Marriage and Family Therapy
- Overall GPA: 3.7

August 1996 – May 2006 | Columbia College | Columbia, MO

- B.A. in Psychology
- Overall GPA: 3.15

- Psychology GPA: 3.30
- Last 30 GPA: 3.75

August 2005 – December 2005 | Central Christian College | Moberly, MO

- Christian Counseling
- Overall GPA: 3.85
- Semester Hours Completed: 15

September 1994 – May 1996 | Columbia Career Center | Columbia, MO

- Clerical Skills
- Construction Technology

Training

- Integrated Dual Diagnosis Training (IDDT)
- Motivational Interviewing Training
- Crisis Prevention Training
- Self-Defense Training
- Code of Ethics Training
- Moral Ethics Training
- Tobacco Dependence Training
- SATOP Training
- Issues Surrounding Complexity Training
- Deaf Culture Training
- De-Escalation Techniques Training
- Stages of Change Training
- Co-Occurring Disorders Training
- DBT Training
- MTC (Modified Therapeutic Community) Training
- Group Activities Training
- Inhalants Training
- Age of First Use Training
- Mindfulness Based Relapse Prevention Training

Volunteering

Big Brothers Big Sisters: 2 years
Woodcrest Church: 3 years
Prescription Drug Take-Back: 2 years

No. 4758

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Jared B Torbet

Continues to meet the standards and qualifications
of a Certified Alcohol Drug Counselor
as determined by the Board.

Steve Doherty eSAC II, CCJP
President

Expiration Date October 31, 2011

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 4758

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Jared B Torbet

has met all the standards and qualifications
required of a substance abuse counselor as
determined by the Certification Board and is
hereby conferred the title of
Certified Alcohol Drug Counselor
Awarded on 8/18/2010

Steve Doherty
President
Stan Landon
Secretary

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors

Provisional License Professional Counselor

VALID THROUGH DECEMBER 20, 2012
ORIGINAL CERTIFICATE/LICENSE NO. 2010042076

JARED B TORBET
JOHN SMALL-000910
PHOENIX PROGRAM INC
90 EAST LESLIE LANE
COLUMBIA MO 65202
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR

COPY

EXHIBIT C

AFFIDAVIT OF WORK AUTHORIZATION

Comes now Matt Strate as Chief Financial Officer first being duly sworn on my oath
(NAME) (OFFICE HELD)
affirm Preferred Family Healthcare, Inc. is enrolled and will continue to participate in a federal work
(COMPANY NAME)
authorization program in respect to employees that will work in connection with the contracted services

related to OSCA 14-042 for the duration of the contract, if awarded, in accordance with
(RFP NUMBER)
RSMo Chapter 285.530 (2). I also affirm that Preferred Family Healthcare, Inc. does not and will not
(COMPANY NAME)
Knowingly employ a person who is an unauthorized alien in connection with the contracted services

related to OSCA 14-042 for the duration of the contract, if awarded.
(RFP NUMBER)

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 285.530, RSMo).

Signature (person with authority) — Matt Strate

Chief Financial Officer — March 14, 2014
Title — Date

Subscribed and sworn to before me this 14th day of March. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of St. Louis, State of
(NAME OF COUNTY)
Missouri, and my commission expires on 11/5/2016.
(NAME OF STATE) (DATE)

Signature of Notary — March 14, 2014
Date

TIFFANY HOUSTON
MY COMMISSION EXPIRES 11/05/2016
NOTARY PUBLIC NOTARY SEAL COMMISSION #12411374
ST. LOUIS COUNTY
STATE OF MISSOURI

Company ID Number: 168072

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Social Security Administration (SSA), the Department of Homeland Security (DHS) and **Preferred Family Healthcare, Inc.** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment Eligibility Verification Form (Form I-9) has been completed.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note).

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF THE SSA

1. Upon completion of the Form I-9 by the employee and the Employer, and provided the Employer complies with the requirements of this MOU, SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all newly hired employees and the employment authorization of U.S. citizens.

2. The SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. The SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.

3. The SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by the SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

4. SSA agrees to establish a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to establish a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF THE DEPARTMENT OF HOMELAND SECURITY

1. Upon completion of the Form I-9 by the employee and the Employer and after SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct:

- Automated verification checks on newly hired alien employees by electronic means, and
- Photo verification checks (when available) on newly hired alien employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify.. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, and U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act and federal criminal laws, and to ensure accurate wage reports to the SSA.

7. DHS agrees to establish a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to establish a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the E-Verify Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

   A. The employer agrees that all employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify.

   B. Failure to complete a refresher tutorial will prevent the employer from continued use of the program.

5. The Employer agrees to comply with established Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2 (b) (1) (B)) can be presented during the Form I-9 process to establish identity).
- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist the Department with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a

rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify ; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between $500 and $1,000 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ any employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the the SSA verification response has been given.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, support for any unlawful employment practice, or any other use not authorized by this MOU. The Employer must use E-Verify for all new employees and will not verify only certain employees selectively. The Employer agrees not to use E-Verify procedures for re-verification, or for employees hired before the date this MOU is in effect. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and the immediate termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III.B. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1 (l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification to verify work authorization, a tentative nonconfirmation, or the finding of

a photo non-match, does not mean, and should not be interpreted as, an indication that the employee is not work authorized. In any of the cases listed above, the employee must be provided the opportunity to contest the finding, and if he or she does so, may not be terminated or suffer any adverse employment consequences until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match, then the Employer can find the employee is not work authorized and take the appropriate action.

11. The Employer agrees to comply with section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify, discharging or refusing to hire eligible employees because they appear or sound "foreign", and premature termination of employees based upon tentative nonconfirmations, and that any violation of the unfair immigration-related employment practices provisions of the INA could subject the Employer to civil penalties pursuant to section 274B of the INA and the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-7688 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from the SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of newly-hired employees after completion of the Form I-9. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a (i) (1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to allow DHS and SSA, or their authorized agents or designees, to make periodic visits to the Employer for the purpose of reviewing E-Verify -related records, i.e., Forms I-9, SSA Transaction Records, and DHS verification records, which were created during the Employer's participation in the E-Verify Program. In addition, for the purpose of evaluating E-Verify, the Employer agrees to allow DHS and SSA or their authorized agents or designees, to interview it regarding its experience with E-Verify, to interview employees hired during E-Verify use concerning their experience with the pilot, and to make employment and E-Verify related records available to DHS and the SSA, or their designated agents or designees. Failure to comply with the terms of this paragraph may lead DHS to terminate the Employer's access to E-Verify.

Company ID Number: 168072

ARTICLE III

REFERRAL OF INDIVIDUALS TO THE SSA AND THE DEPARTMENT OF HOMELAND SECURITY

A. REFERRAL TO THE SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a referral letter and instruct the employee to visit an SSA office to resolve the discrepancy within 8 Federal Government work days. The Employer will make a second inquiry to the SSA database using E-Verify procedures on the date that is 10 Federal Government work days after the date of the referral in order to obtain confirmation, or final nonconfirmation, unless otherwise instructed by SSA or unless SSA determines that more than 10 days is necessary to resolve the tentative nonconfirmation..

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO THE DEPARTMENT OF HOMELAND SECURITY

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. If the Employer finds a photo non-match for an alien who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when

the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact the Department through its toll-free hotline within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

The SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify manual. Even

without changes to E-Verify, the Department reserves the right to require employers to take mandatory refresher tutorials.

Termination by any party shall terminate the MOU as to all parties. The SSA or DHS may terminate this MOU without prior notice if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine.

Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

The employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, and responses to inquiries under the Freedom of Information Act (FOIA).

The foregoing constitutes the full agreement on this subject between the SSA, DHS, and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

Employer Preferred Family Healthcare, Inc.

Joshua J Meyer	
Name (Please type or print)	Title
Electronically Signed	**12/02/2008**
Signature	Date

Department of Homeland Security – Verification Division

Company ID Number: 168072

USCIS Verification Division

Name (Please type or print) | Title

Electronically Signed | **12/02/2008**

Signature | Date

Company ID Number: 168072

INFORMATION REQUIRED FOR THE E-VERIFY PROGRAM

Information relating to your Company:

Company Name: **Preferred Family Healthcare, Inc.**

Company Facility Address: **900 East LaHarpe Street**
Kirksville, MO 63501

Company Alternate Address:

County or Parish: **ADAIR**

Employer Identification Number: **431236557**

North American Industry Classification Systems Code: **624**

Parent Company: **Preferred Family Healthcare**

Number of Employees: **100 to 499** Number of Sites Verified for: **9**

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State.

- MISSOURI 8 site(s)
- TEXAS 1 site(s)

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name: **Joshua J Meyer**
Telephone Number: **(660) 626 - 0415** Fax Number: **(660) 626 - 0661**
E-mail Address: **jmeyer@pfh.org**

EXHIBIT D

MISCELLANEOUS INFORMATION

Outside United States

If any products and/or services bid are being manufactured or performed at sites outside the continental United States, the bidder MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the continental United States?	Yes ____	No XXX
Describe and provide details: N/A		

RFP OSCA 11-036

EXHIBIT E

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Matt Strate, Chief Financial Officer
Name and Title of Authorized Representative

Signature

March 14, 2014
Date