

Josephine McFarley

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111 Pleasant St., Frederick, MD 21701

555-555-5555

COUNSELOR • CASE MANAGER

Highly compassionate, effective, and dedicated Counselor/Therapist with a proactive, positive approach backed by 5+ years' clinical experience. Keen understanding of diverse cultural backgrounds and highly responsive to widely varied patient needs and circumstances. Valued ability to build easy rapport with others while building a sense of confidence and trust. Highly proficient in managing case records and documentation, improving clinical practices and procedures, and supporting teams of mental health professionals. Expert in counseling clients with addiction and substance abuse issues. Areas of expertise include:

- ✓ Group & Individual Therapy
- ✓ Diagnosis & Treatment Planning
- ✓ Crisis Intervention
- ✓ Family/Provider Relations
- ✓ Medication Management
- ✓ Case Evaluation/Analysis
- ✓ Progress Reporting
- ✓ Patient Relations & Education
- ✓ Intake Assessment

EDUCATION

Master of Social Work: State University, City, ST: 2010

Chi Upsilon Chi Honors Society for Professionals; 3.987 GPA

Emphasis in child development and counseling; addiction treatment

Bachelor of Arts in Psychology: Jefferson College, City, ST: 2007

Dean's List; Emphasis in human development, addiction, pharmacology, substance abuse treatment, discrimination of the mentally ill

RELEVANT EXPERIENCE & ACHIEVEMENTS

Counselor 2010

Company Name, City, ST

Earned promotion from master's level intern to temporary on-call counselor for residential treatment facility offering holistic and alternative medicine treatment for addiction. Provided cutting-edge technology and treatment strategies encompassing good nutrition, therapy, spirituality, and biochemical balancing of neurotransmitters. Completed intake assessments, led group and individual therapy sessions, and managed all client records and documentation. Developed and implemented treatment and discharge plans.

- Created new, more comprehensive presentations and classes for educating clients and family members.
- Facilitated specialized groups including Continuing Care Therapy, Art Therapy, Big Book, and AA Literature Discussion.
- Assisted client in achieving sober living for more than 1 year to date.
- Re-wrote Living Skills Educational Group lesson plan, incorporating organization tools to teach clients how to effectively plan for all meetings and therapy needs.
- Improved media material organization by designing logging and description system for ease-of-reference.
- Received request for continued individual treatment from client at end of position with Company Name.

Intern, Counselor, Case Manager

2005

Company Name, City, ST

Filled multiple roles for out-patient addiction treatment facility primarily serving clients mandated by law to receive treatment for offenses such as DUI or as required by Child Protective Services (CPS). Completed in-depth intake assessments, assisted clients in completing forms, ran group sessions, and provided individual counseling. Communicated client needs and progress with CPS, law enforcement, lawyers, judges, and other entities. Attended

all meetings and carefully documented all client contact, including daily interaction, discharge summaries, treatment plans, and regular updates. Maintained files, forms, and documents in preparation for audits.

- Achieved award for excellence in case management.
- Developed office procedure flow chart, eliminating misunderstanding on necessary processes.

ADDITIONAL EXPERIENCE

Head Picture Framer

2003–2005

Company Name, City, ST

- Integral player in store achieving #1 ranking in sales by implementing new assembly techniques and cost saving initiatives.
- Trained all new framers/personnel in frame and artwork preservation methods.
- Networked with community art groups, colleges, and instructors resulting in increased business.

Production Floor Manager

1995–2002

Company Name, City, ST

- Grew company to million dollar annual revenues within 5 years; expanded shop from 100 sq.ft. store to 2K sq.ft. facility.

PROFESSIONAL AFFILIATIONS

American Mental Health Counselors Association (AMHCA)

American Counseling Association (ACA)

Maryland Counselors Association (MCA)

Northern Maryland Licensed Professional Counselors (NVLPC)

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iHire.com Certified Resume Writers
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