**#1 Job Description – Executive Director**

**Interim Co-Director, Clinical Director/ Licensed Psychologist/Play Therapist**

**Midwest Services Agency**

January 2023 to Present

Executive oversight of mental health agency serving over 3500 people yearly   
• Oversaw the development, implementation, and evaluation of programs and services that support the mission   
• Hiring, fund-raising, donor development   
• Ensured compliance with all agency policies and local, state, and federal legal requirements, including HIPAA   
• Representation of agency at community, county, state and other partner meetings   
• Developed collaborative partnerships with other local agencies   
• Grant writing, policy and procedure writing   
• Developed Rule 29 policies and procedures allowing agency to become designated as Rule 29, an Essential Community provider, and a Community Mental Health Center   
• Program development   
• Improved accountability and production among staff using an incentive model   
• Led quality assurance team   
• Moved agency from deficit budgets to surpluses or break even   
• Strategic planning engaging all staff   
• Name change of agency in 2022  
• Developed and moved a consumer support program in 2013 after its membership outgrew its location   
• Implemented Electronic Medical Record System.   
• Served on Executive Committee for United Way funded agencies 2• Individual, family, couples, and play therapy with children, adolescents & adults   
• Adolescent groups, women's groups,   
• Batterer's groups for men in the domestic violence program   
• Forensic evaluations, expert witness testimony   
• Provided clinical supervision towards licensure and clinical oversight of MA and PhD. level interns   
• Dialectic behavior therapy with clients   
• Clinical Supervisor for LPCC candidates   
• Biofeedback with children and adolescents

**Employee assistance services**

2006 to January 2022

• Individual, family, couples and play therapy with children, adolescents & adults   
• Employee assistance services

**Employee Advisory Resource (EAR)**

2008 to 2010

Manager of Managed Care and Resource Development   
• Supervised in-house clinicians providing counseling, managed care, and case management for mental health and chemical dependency issues   
• Assessment, referral, crisis, and short-term counseling with individuals, couples and families   
• Updated, restructured and established working relationships with a data base of mental health and chemical dependency providers nationwide   
• Critical incident debriefings and topical trainings

**Supervisor of Managed Care**

**Frisco County**

1998 to 2008

Managed Care Specialist   
Employee Assistance Counselor   
• Supervised staff of clinicians providing case management   
• Assessment, referral, crisis and short- term counseling with individuals, couples and families   
• Telephone assessment, referral, and crisis counseling   
• Developed and implemented a model of managed care and case management for mental health and chemical dependency issues for employees of contracted companies   
• Topical trainings, critical incident debriefings, inservice trainings   
• Member of quality assurance committee for

**Education**

**M.A. in Counseling & Psychological Services**

**B.A. in Music Education**