

**MARY JONES**  
123 Any Street  
Any City, State 55555

(213) 555-1234  
Cellular: (213) 777-5678  
e-mail: [MaryJones@earthlink.net](mailto:MaryJones@earthlink.net)

A highly experienced social worker-administrator/clinician who has organized substance abuse services for more than 3,600 patients for California's largest privately held medical center.

- Provided program information and expertise to the Contracts Division to support contract negotiations for behavioral medicine with managed care companies and third party payers.
- Developed and implemented a partial hospitalization program for the chemically dependent population, including full- and half-day hospitalization.
- Developed and supervised the student intern program for the University of Southern California Social Work Masters Program; University of California, Los Angeles, Extension; and the California Family Study Center (Phillips Institute).

Expertise includes clinical supervision, therapeutic interventions, family counseling, case management, marketing, program development, and substance abuse program design and education.

**EXPERIENCE**

**Clinical Industries**, Los Angeles, California 2001-Present

**Clinical Director, Recovery Center**

Provide clinical direction to a 20-bed licensed inpatient and partial hospitalization chemical dependency program.

- Coordinate the Organizational Improvement Program.
- Actively participate in daily program management.
- Provide clinical supervision to counseling, intake and intern staff.
- Conduct inservice training and education.
- Participate in program outreach.

**Los Angeles Hills Health System**, Los Angeles, California 1992-2001

**Program Manager, Addiction Services, Department of Psychiatry (2000-2001)**

Managed and oversaw an addiction services program that included detoxification in an acute-medical setting, aftercare counseling, and triage and referral of intake calls.

- Provided volunteer and medical center staff training and education.
- Coordinated the consultation, assessment and disposition planning of patients.
- Attended multi-disciplinary discharge planning conferences on the AIDS/IDC unit.
- Supervised counseling staff.
- Facilitated an aftercare group.
- Initiated the creation of policies and procedures for house-wide use.
- Participated in program development.

**Administrative Program Director, Center for Chemical Dependency (1992-2000)**

Directed administrative and clinical treatment for a 21-bed inpatient substance abuse unit, including partial hospitalization, dual diagnosis and aftercare programs for more than 300 patients annually.

- Participated in preparing a business plan for the Chemical Dependency Program that justified implementing partial hospitalization treatment.
- Developed an intern training manual that was used by the University of California, Los Angeles-Extension, University of Southern California Graduate Social Work Program, California Family Study Center (Phillips) and the Loyola Marymount Alcohol Drug Studies Program students.
- Prepared and participated in four successful regulatory and state accreditation surveys.
- Assisted the Marketing Department with the creation of collateral advertising materials and media campaigns.

**MARY JONES**

**Los Angeles Hills Health System, Continued**

- Created a new revenue center, an aftercare program for patients who were treated at other facilities both in and outside of the Los Angeles area.
- Directed the creation of collateral materials used by counselors in assisting chemical dependency patients.
- Facilitated a training seminar on how to conduct a successful chemical dependency intervention in conjunction with the Johnson Institute.
- Created the Recreation Therapist and Partial Hospitalization counseling positions and filled them with outstanding candidates.
- Coordinated the redesign and decoration of the Chemical Dependency Unit, facilitating the rapid expansion of this program.
- Initiated a telecommunications upgrade that accommodated more than 75 calls a day.
- Facilitated the closing of the inpatient and partial hospitalization programs, laid off counseling staff and successfully transitioned patients to appropriate treatment.

**California Medical Center, Los Angeles, California**

1990-1992

**Chief Therapist (1991-1992)**

**Therapist (1990)**

Provided chemical dependency therapy under contract to California Medical Center. As the department's case load grew, supervised three other therapists serving 500 inpatients per year.

- Managed a case load of nine patients at any given time.
- Facilitated the family program.
- Suggested and implemented a Family Aftercare Program.
- Acted as the liaison to provide a smooth transition without interfering with patient care when the medical center took full responsibility for Chemical Dependency Services.

**Illinois Health Corporation/Methodist Medical Center, Chicago, Illinois**

1989-1990

**Psychiatric Social Worker**

Provided psychiatric and chemical dependency counseling under contract to Methodist Medical Center. Delivered therapy and education programs to individuals, couples, families and groups.

**EDUCATION**

**Northwestern University, School of Social Work, Chicago, Illinois**

**Master of Social Work, Family Therapy Specialization Program**

**New York University, New York, New York**

**Bachelor of Science, Social Work**

**LICENSE**

Licensed Clinical Social Worker

**AFFILIATIONS**

Employee Assistance Professionals Association (EAPA)

National Association of Social Workers (NASW)

National Association of Social Workers, Section Member - Alcohol, Tobacco and Other Drugs (ATOD)

**COMMUNITY ACTIVITIES**

South Bay Coalition, Manhattan Beach, California, Board of Directors

"Special Angel", Beverly Hills, California, Board of Directors

Teen Line, Center for the Study of Young People in Groups, Volunteer Counselor and Supervisor:

Facilitated an adolescent group on a once-a-week basis.