

# Robert Smith

## Director Of Professional Services

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

I am a highly motivated individual that would contribute to an intense work ethic while maintaining the integrity of the fact health care promoting patient care. I am committed to achieving all the goals that I set for myself and am excited about the possibility to grow with the facility that employees me.

### **SKILLS**

Clinical Assessment And  
Planning, Management,  
Home Care, Liaison

### **WORK EXPERIENCE**

#### ***Director Of Professional Services***

**Cornerstone Services, Inc - November 2012 - Present**

##### *Responsibilities:*

- Expand services to Kankakee county; organize and develop all new programming for individuals with developmental disabilities and mental illnesses.
- Provide professional direction and clinical supervision for 42 staff in the following agency departments behavioral health, community services, and residential alternatives.
- Coordinate and perform agency personnel functions including interviewing job applicants, evaluating job performance, monitoring time and attendance, providing training and recommending staff development activities.
- Attend all administrative meetings and present budget information and progress reports; present quarterly reports at advisory board meetings.
- Participate in strategic planning committee and present proposals to CEO and board of directors.
- Monitor and report upon assigned grants and contracts that impact the programs and services delivered.
- Ensure compliance with all applicable local, state, and federal rules and regulations and meet or exceed other relevant regulatory or accreditation standards, such as those provided by Carf.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

#### ***Director Of Professional Services I***

**Cornerstone Services, Inc - August 2011 - October 2012**

##### *Responsibilities:*

- Responsible for on-going staff training and development in the behavioral health department in conjunction with state and federal regulations and accreditation requirements.
- Responsible for general clinical oversight and approval of treatment plans and quarterly reviews.
- Provided clinical supervision to behavioral health staff members to ensure quality and safety.
- Collaborated with the director, coordinators, nurse, social workers, outpatient counselors and consulting psychiatrist to make sure treatment focus is achieved and managed.
- Developed and implemented procedures to ensure compliance with state and federal regulations and accreditation requirements.
- Provided individual therapy, group therapy, and crisis intervention

services.

- Responded to all urgent department needs in an effective and timely manner.

## **Education**

Master Of Arts in Counseling Psychology - May 2004 to December 2007(Lewis University Iowa Wesleyan College - Romeoville, IL )