

Paula Wolf, CDP

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206-355-4232

OBJECTIVE: Chemical Dependency Professional at a certified substance abuse treatment center.

SUMMARY OF QUALIFICATIONS:

Outstanding oral and written communication skills. Proven team-building and leadership skills. Proactive team player. Adept at working with diverse populations with diplomacy, sensitivity and tact. Effective office management and project coordination in a variety of corporate and non-profit settings. Experience in working effectively with adults and adolescents in individual and group settings in a certified outpatient substance abuse treatment facility. Approved Chemical Dependency Clinical Supervisor per DBHR requirements.

TECHNICAL SKILLS:

Unicentric, Sigmund, MS Office (Word, Excel, PowerPoint, Outlook, Publisher), QuickBooks Pro and Non-profit, and Internet research. Working knowledge of SharePoint, Adobe InDesign, Photoshop, MS Access. Newsletter design and layout. Quick learner of new applications on both Mac and PC platforms.

PROFESSIONAL EXPERIENCE:

Associated Behavioral Healthcare

September 2014-February 2016

Chemical Dependency Professional Clinical Lead, ABHC-North Seattle

Ensure patient care policies and procedures, including personnel, treatment services, and electronic records are utilized by all CD staff. Provide supervision of CDP trainees in accordance with the WAC including training of CD staff to provide case management and counseling services. Conduct chemical dependency assessments, intakes, individual sessions, treatment reviews, and program discharges documenting both DSM-5 and ASAM Patient Treatment Criteria. Facilitate individual and group counseling sessions.

Sea Mar Community Health Center, Everett, WA

June 2012- August 2014

Chemical Dependency Professional (CDP – October 2013 to September 2014)

Chemical Dependency Professional Trainee (CDPT – June 2012 to October 2013)

Implemented the evidence-based youth substance abuse program The Seven Challenges within an intensive outpatient framework. Lead facilitator and primary counselor for the youth program and an adult outpatient relapse prevention group providing individual and group counseling. Conducted chemical dependency assessments and developed individualized treatment plans. Coordinated and provided effective case management linking individuals with diverse and special needs to appropriate community resources.

McKinstry Co, Seattle, WA

2004-2011

Executive Assistant to the CEO

Provided executive assistance to the CEO and members of the executive team including managing travel, calendars, event planning and project management. Administered the McKinstry Charitable Foundation under the direction of the CEO.

Chihuly, Inc., Seattle and Tacoma, WA

2000-2004

Manager/Head Art Registrar

Managed the day-to-day activities in three departments: art registration, reception and mailroom for glass artist Dale Chihuly. Supervised staff and directed record keeping and document management for art collections.

- Developed and supervised a team of eight registrars; reviewed, managed, documented and implemented departmental processes. Responsible for hiring, evaluating, disciplining, coaching employees.
- Managed collection documentation and electronic records administration for over 25,000 objects.
- Planned and implemented comprehensive shipping and art storage policies and procedures.
- **Received commendation for outstanding communication, team building and leadership skills.**

EDUCATION:

- Seattle Central Community College, Chemical Dependency Certificate
- University of Washington, B.A., Anthropology, magna cum laude
- Center for Spiritual Living, Seattle, WA, two-year licensed spiritual practitioner program
- Crisis Clinic 60 hours volunteer training in crisis management.

PROFESSIONAL AFFILIATIONS

NAADAC – The Association for Addiction Professionals

2011-present

Chemical Dependency Professionals of Washington State

2011-present

INTERNSHIP AND VOLUNTEER EXPERIENCE

Intern, Washington Recovery Help Line, Crisis Clinic, Seattle, WA

2011-2012

Recovery Café “Bridge Builder” and supporter, Seattle, WA

2005-2013