

## Susan Cavanaugh

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### Objective

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To obtain a position at which strong written, organizational, clinical, and management skills can be utilized in a rewarding and professional setting.

### Experience

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#### **Chemical Dependency Clinical Supervisor**

**06/2016 — 10/2016**

Sauk-Suiattle Indian Tribe, Darrington, WA

Implemented and managed Outpatient and Intensive Outpatient programs • Drafted and implemented policies and procedures, and other necessary program forms • Conducted assessments, admissions, individual/group counseling • Worked collaboratively with multi-disciplinary team of physicians, wellness advocates, mental health professionals, and psychotherapists • Completed TARGET Data entry • Attended all tribal meetings • Utilized Office Ally EHR system.

#### **Clinical Director, CDP**

**11/2015 — 02/2016**

Port Gardner Bay Recovery, Inc., Everett, WA

Ensured compliance to all pertinent federal, state and local laws, regulations and contracts • Provided Insurance Pre-authorizations and ensured all managed care authorizations were current • Drafted and implemented all policies and procedures • Ensured clinical records were maintained in correct file order and that they met requirements • Assisted the Administrator in the building and maintaining of the organization • Active in all stages of the hiring process: recruiting, screening, interviewing, performing reference checks, hiring, maintaining employee personnel files, and maintaining staff schedules • Supervised, trained, and directed all clinical employees • Ensured all County, State, and Federal Reports and Monthly Status Reports were accurate and timely • Conducted weekly staff meeting • Provided case consultation, file reviews, individualized service plan reviews, and monitored case management of all clinical staff • Conducted Substance Use Disorder assessments and Deferred Prosecution evaluations • Utilized Key Notes EHR system.

#### **Co-Occurring Disorders Program Manager, CDP**

**07/2015 — 11/2015**

Lake Whatcom Residential & Treatment Center, Bellingham, WA

Responsible for implementing evidence based Co-Occurring Disorders Program for clients with severe mental illness and substance use disorder • Change agent for implementing integrated mental health and substance use services • Drafted and implemented Co-Occurring policies & procedures and assessment/admission forms • Developed and implemented Co-Occurring curricula • Selected and purchased Co-Occurring curricula • Conducted assessments, admissions, individual/group counseling, and discharges • Worked collaboratively with multi-disciplinary team of physicians, nurses, psychiatrists, mental health professionals, and case-managers • Accomplished human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures • Utilized Psych Consult EHR system.

#### **Regional Clinical Supervisor, CDP**

**12/2014 — July 2015**

Spectrum Health Systems, Inc., Washington State Department of Corrections, Seattle, WA

Provided oversight to clinical activities throughout the Northwest Region • Observed groups using the GQI process • Completed site audits throughout the Northwest Region • Provided clinical training, consultation, and supervision to clinical staff • Performed Clinical File Reviews • Provided direct services (facilitated group/individual sessions, case management, treatment planning) • Conducted Substance Use Disorder Assessments and Admission Appointments • Collaborated with Program Managers and Department of Corrections personnel throughout the Northwest • Acted as Program Director in Program Manager's absence • Facilitated and documented multi-disciplinary treatment planning, case reviews, and conferences • Provided oversight to program's therapeutic environment ensuring compliance with Spectrum and WA DOC standards.

**Program Manager, CDP**

**12/2013 — 12/2014**

Spectrum Health Systems, Inc., Washington State Department of Corrections, Everett, WA

Managed all aspects of assigned program sites in Snohomish, Whatcom, and Skagit County • Implemented and oversaw Outpatient, Intensive Outpatient, Co-Occurring, and Intensive Day Treatment Programs • Oversaw all clinical activities of each assigned site • Conducted weekly clinical staffing at assigned sites • Maintained staff schedules • Conducted clinical file reviews to ensure compliance with Department of Corrections/Spectrum policies and WAC • Conducted Group Quality Inventories to ensure compliance and enhance staff performance • Developed and monitored Corrective Action Plans • Trained and evaluated subordinates • Active in all stages of the hiring process; recruiting, screening, interviewing, performing reference checks, hiring, and maintaining staff schedules • Conducted weekly clinical supervision to support and enhance staff performance • Maintained positive and effective relationships with Department of Corrections staff to ensure consistent referrals and service • Facilitated staff training to implement programming changes • Demonstrated a solid understanding of addiction, treatment knowledge, laws and policy, and application to practice • Cultivated and maintained a positive rapport and collaborative approach with The Substance Abuse Recovery Unit (SARU).

**Clinical Supervisor, CDP**

**07/1994 — 08/2012**

Genesis House, Residential Drug Treatment, Seattle, WA

Provided leadership and vision in developing program, organizational, and financial plans with Board of Directors and staff • Interviewed, hired, and trained counseling and administrative staff • Developed and monitored Corrective Action Plans • Drafted & implemented policies and procedures • Designed and instructed skills development training for counseling staff • Developed & implemented dynamic group curricula • Purchased all educational materials & curricula • Implemented and administered Evidenced Based Practices • Developed, planned, implemented, and monitored contracted residential services • Responded to emergencies, projects, extraordinary incidents or work tasks that required employee response • Supervised meal planning • Provided kitchen crew with recipes and supervised meal preparation • Purchased kitchen supplies • Monitored & Controlled Budget/Monies • Assisted in grant writing and administration • Edited & proofread agency wide correspondence • Proficient in computer and software use, including MS Word, Excel, Power Point, Outlook and Access • Customer Service skills • Provided in-service trainings • Assisted in maintaining facility and grounds • Authorized medication management plans • Provided 24-hour on-call assistance • Performed the duties of the Childcare Supervisor and Executive Director in their absence • Provided supervision to the therapeutic childcare • Provided parenting assistance • Analyzed procedures and made improvements • Completed screening, biopsychosocial, health and mental health assessments • Designed individualized treatment plans • Conducted individual, group & family counseling • Applied knowledge of DBT & CBT principles • Provided consult on individual cases and complex problems/issues with clients and/or service providers • Acted as Quality Assurance Manager • Developed collaborative relationships with agencies in the community to coordinate care • Assisted clients with finding affordable & safe housing • Provided written and verbal court reports • Provided expert testimony • Collaborated with DOC, Drug Court, and Judges • Supervised Community Service Hours.

**Business Owner****02/2009 — 10/2012**

Jenae's Java House, Drive-Thru Espresso, Everett, WA

Managed banking transactions • Implemented practices that complied with local health ordinances and regulations • Drafted all policies and procedures • Designed stamp cards • Assisted with payroll • Designed street & sandwich board signs • Participated with Manager in marketing campaigns • Provided supervision to stand Manager • Planted and maintained flower baskets throughout the changing seasons • Purchased products • Purchased and maintained equipment • Recruited, hired, trained, supervised, and evaluated staff • Coordinated payments of sales, federal, state, and income taxes • Responsible for marketing & advertising • Operated within budget • Conducted staff meetings • Provided customer relations • Negotiated lease agreements • Provided quality control • Implemented practices that complied with local health ordinances and regulations • Arranged for maintenance/repair of equipment.

**Chemical Dependency Counselor****07/1987 — 07/1994**

Genesis House, Residential Drug Treatment, Seattle, WA

Conducted intake assessments • Monitored therapeutic process • Designed individualized treatment plans • Provided crisis intervention services • Provided case management, aftercare & referral • Conducted individual, group & family counseling • Liaison with community agencies • Collected urinalysis • Maintained Records at superior level • Supervised client's on work therapy • Provided customer service • Facilitated Basic Skills/Literacy Classes • Supervised therapeutic leisure activities.

**Education**

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**Southern Oregon University****1987**

Bachelor of Science Degree in Psychology

**Continuing Education****1987 — Present**

Accrued approximately 1,000+ hours

**Qualifications & Certifications**

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- Washington State Chemical Dependency Professional Certification • Credential Number CP00000160
- Attended New Employee Orientation through The Department of Corrections (40 hours)
- Certified in Victim's Issues in Domestic Violence (30 hours)
- Completed Moral Reconciliation Therapy® Training
- Meets qualifications for a CD Supervisor per WAC 246-811-049
- Meets qualifications to be an Approved Supervisor per WAC 246-809-234
- Experienced yoga instructor