

PF

Paul French

ADMINISTRATOR

CONTACT



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LinkedIn/Paul French

SKILLS

PROFESSIONAL

- Chemical Dependency Professional
- Public Relations
- Team Leadership
- Motivational Interviewing
- Budgeting/Planning
- Project Management
- Customer Support
- Report Results
- Curriculum development
- Program Development
- Quality Assurance

TECHNICAL

- Excell
- Word
- Outlook
- Microsoft Office
- Washington Administrative Code
- Revised Codes of Washington

PROFILE

Senior Administrator with over 17 years' experience in developing and monitoring all aspects of clinical programming with mental health and evidence based criminal justice substance abuse therapeutic and correctional treatment programs. Well versed in areas of project management and monitoring, leadership training, group the facilitation and motivational interviewing techniques.

EDUCATION

1996-1999
Master of Arts/Counseling
Webster University
CGPA: 3.99

1983-1986
Bachelor of Arts/Psychology
Olivet College

EXPERIENCE

Washington State Director

Spectrum Health Systems, 12-2015-present

Responsible for project implementation, administration and monitoring of all correctional sites, Behavioral Health Organization and Early Adopter operations for Washington State. Establishes and manages program plans, budgets and all staffing requirements. Working closely with Washington Department of Corrections to ensure all programs meet stated objectives and programming is implemented according to established written plans and clinical elements. Provide supervision of budget development and monitoring for all programming in Washington State. Provide leadership to management on all contractual components, personal, financial and clinical programming. Develops and oversees on-going analysis and quality assurance system of all programs formulating corrective action plans when necessary.

South West Regional Director

Spectrum Health Systems, 2009-2015

Provided direct supervision to Program Managers and Clinical Supervisors. Conducted monthly onsite supervision of program operations. Served as liaison with Washington Department of Corrections, prioritizing customer service and ensuring services are delivered according to contractual obligations. Developed and implemented staff trainings to ensure delivery of quality services by clinical staff. Planned, developed, and implemented curriculum changes with preventative and follow-up quality assurance measures. Provided quality assurance for all clinical operations and DBHR site surveys. Managed budget expenditures for Southwest Region of Washington State. Researched and implemented new programming at identified Department of Correction sites. Delivered prompt corporate support response and problem solving at numerous locations as needed.

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EXPERIENCE

continued

SKILLS

PERSONAL

- Organized
- Time Management
- Leader
- Creative
- Fast Learner
- Dedicated
- Hard Working
- Reliable
- Team oriented

Washington State Clinical Director

Civigenics/Community Education Center | 2004-2009

Ensured the delivery of consistent high-quality Chemical Dependency treatment services statewide to the Department of Corrections offender population. Position required management of 120 statewide employees and 48 facilities while utilizing best practices. Ensured direct service practitioners and their supervisors were highly skilled in promoting offender recovery as evidenced by their delivery and management of clinical practices in; treatment groups, individual counseling sessions, individualized treatment plan development, program retention and program completion. Essential duties of this position included ascertaining CEC compliance with DOC, WAC standards and DASA certification requirements while maintaining extensive knowledge of the current trends and practices in the area of Chemical Dependency treatment practices. Assisted in the development of the Statement of Work contract between Civigenics and the state of Washington.

Director Maple Manor

South Carolina Department of Mental Health | 2002-2004

Director of 24-hour residential facility that served 16 chronically, mentally ill adults. Trained and supervised 15 clinical staff that provided crisis management, de-escalation, and therapeutic restorative living skills to residents as well as vocational counseling skills. Oversight and supervision of daily operations to ensure DHEC and Medicaid compliance regulations were met. Implemented ongoing quality insurance reviews on all Department of Mental Health clinical charts to assure compliance with DMH clinical policy and procedures were met.

Clinical Counselor III

Charleston County: DADOAS | 1999 – 2002

Performed screenings regarding services offered through The Charleston Center. Conducted clinical assessments on adult and adolescent clients entering treatment services identifying presenting problems and treatment needs with recommendations of appropriate ASAAM level of care. Prepared and filed probate court involuntary commitment paperwork with local court systems. Conducted pre-certification and prior authorization on clients with insurance benefits. Provided Crisis intervention as necessary for Hotline callers and walk in patients. Facilitated treatment groups of 15 inmates in a correctional institutional setting. Maintained competent documentation on all clinical interactions and hotline interactions. SCAADAC certified CAC II.

Other relevant experience:

Crisis Stabilization Clinician with SC Department of Mental Health

Director of Crisis Ministries Homeless Shelter

Collaborative contributor to The Change Company's Co Occurring curriculum

Seeking Safety: PTSD and Substance Abuse: Trained

INTERESTS

Reading

Sports

Music

Fishing

Family Activities