Sample Resume

**MSW Graduate with experience in Mental Health and Substance Abuse**

**John Smith, LICSW, CDP**

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**EDUCATIONAL BACKGROUND**

**University of Washington, Seattle, Washington, Masters in Social Work (MSW) -2004**

**Mental Health Concentration**

**Santa Clara University Santa Clara, California, BS-Applied Sociology with a minor in Spanish-2000**

**PROFESSIONAL EXPERIENCE**

**Carolyn Downs Family Medical Center**

*Behavioral Health Coordinator, Seattle, Washington. (November 2007- Present)*

* Support and closely coordinate behavioral health care with the patient’s primary care provider and other treating mental health providers.
* Screen and assess patients for common mental and substance abuse disorders.
* Provide brief intervention using evidence-based techniques such as behavioral activation, motivational interviewing, or other relevant skills.
* Support psychotropic medication management prescribed by PCPs, focusing on treatment adherence, attention to side effects, and effectiveness of treatment.

**University of Washington Hospital**

*Emergency Room Social Worker (Per Diem),*Seattle, Washington (August 2006-January 2007)

* Triage patients’ biopsychosocial needs that are not met by the medical providers at UWED.
* Assess all psych patients in the ED and secure voluntary or involuntary psychiatric placements if necessary or secure safe discharge back into the community.
* Provide resources to patients that need a multitude of community resources.
* Coordinate care within interdisciplinary team of medical providers in the ED.

**Sound Mental Health**

*Coordinator of Court Services- South and East King County*, Seattle, Washington (November 2005-Oct 2007)

* Helped expand criminal justice services for re-entry and jail liaison programs, district mental health court, and DSHS psych evaluations to clients in SE king county.
* Worked with the county and Sound Mental Health to make sure these programs continue to grow
* Managed a team of 10 employees.

*Criminal Justice Liaison- Court Services* Seattle, Washington(November 2004-November 2005)

* Served as the point of contact for mentally ill people involved in the criminal justice systems.
* Identified those who could benefit from connection to services within the provider network.
* Provided linkage to a mental health/chemical dependency agency for appropriate treatment and coordinated the connection.
* Completed psych evaluations for DSHS to allow clients to get on GAU/GAX.

**Sound Mental Health**

*CCAP Clinician,* Seattle, Washington(July -October 2004)

* Duties included assessment, individual treatment, case management, and group treatment.
* Served mentally ill and chemically dependent persons involved in the criminal justice systems.
* Made recommendations and secured linkages to housing, employment and all human services needs in the community.
* Led groups to help rehabilitate clients with COD who were involved in the CJ system.

*MSW Intern,* Seattle, Washington (January-June 2004)

* Worked with a caseload of clients who had severe and persistent mental illness, half of whom also had co- occurring chemical dependency related issues.
* Provided community support services, including crisis response and networking with other agencies, family members, and significant others in the client’s life as indicated.
* Provided individual and couples therapy weekly to a portion of the caseload
* Helped clients work on positive coping skills through DBT or CBT.

**Harborview Medical Center**

*MSW Intern – Emergency Department ,* Seattle, Washington (September-December 2003)

* Assessed patients for detox or medical respite
* Referred patients to appropriate placements
* Provided patients with information regarding local shelters and other available resources.
* Assisted families of trauma patients and provided them with bereavement information if necessary.
* Conducted sexual assault interventions with patients and counseled them about what options were available to them and if they wanted to involve the police or medical team in their intervention.

**Stevens Hospital**

*MSW Intern*, Seattle, Washington (January-May 2003)

* Worked with patients in the ER and the psychiatric unit of the hospital.
* Conducted psych evaluations; worked with patients on discharge planning, implemented crisis interventions and led groups on mental health recovery.
* Performed administrative duties including preparing reports on amount of patients seen in ER and also number of patients admitted to the psych unit.
* Handled the intake phone and took clinical information from callers and, with the help of the treatment team, accepted or declined patients into the psychiatric unit.

**Baker Places**

*Residential Counselor*, San Francisco California (June-December 2002)

* Provided 24-hour support and counseling services to an adult population having psychiatric, substance abuse and/or HIV-AIDS related disabilities.
* Advocated for and responded to clients’ treatment and rehabilitation needs by providing one-on-one and group counseling on various recovery topics.

**Horizons Unlimited**

*Part Time Milieu Counselor*, San Francisco, California (April-June 2002)

* Performed duties of mental health and substance abuse counseling in an integrated dual-diagnosis treatment program for high school students.
* Assisted in facilitating skill-building groups (self-esteem, tutoring, vocational, etc.) and adjunct therapy groups (art, dance, recreational, etc.) to assist clients in developing social, academic and emotional functioning.

**PROFESSIONAL**

Washington State Society of Clinical Social Workers (WSSCSW) **– Member 2012-2013**

Chemical Dependency Professional Certification **# CP6666666**

State of Washington - Social Worker Independent Clinical License **# LW66666666**

**References**

It is very important that you locate at least three references you feel confident will speak highly of your work and ability.

* These references could be a field supervisor, professor, and former employer.
* These references should be able to speak about how they think you will perform for a new employer and your qualifications for a particular position; it is generally helpful if your references work in human services.
* You should also ask the references what they are prepared to say about you to prospective employers.
* Current references, people with whom you’ve had contact in the last couple of years, are best.

Most employers will want to talk to your references by phone so you must check in advance with the people you ask for references if they will do this. You will then prepare a list of names, titles, organizations, addresses, and phone numbers to present to the employer in the interview. It can be very frustrating to a potential employer if he/she is unable to reach your references because they are on vacation or out sick. It can also hold up the hiring process.

It would be to your benefit to ask your references to write a general letter of recommendation for you to present to employers. You can then present the list of names and numbers to the employer and follow-up by indicating “in case one of the references should be difficult to reach, I have given you a general letter of recommendation each has written for me.” Having the letter will also give you a chance to see what the reference will say about you.

Always follow up with your references to thank them for their time and energy. And do let them know when you are hired for a position.