JENNIE O. PARKER

121 Madison Avenue

Hartford, CT 06106

(860) 597-3452

Jparker72002@yahoo.com

**EXECUTIVE LEADERSHIP**

General - Human Resource - Board Development - Financial and Operational Management

Over ten years of Administrative, Board Development and Clinical experience in the Human Service field. Have Quality experience in a variety of challenging Senior Administrative, Clinical, Operational, General Management and Consultancy roles. Possess strong leadership skills that promote the capacity to ensure effective administrative efficiencies and clinical effectiveness. Extensive Board development and leadership skills gained through training and active participation on numerous communities, human service agency and state department’s board/advisory boards. Held chair and co-chair positions. Motivated to significantly contribute to the growth of the agency within an Executive or Operational Management role that utilize administrative, financial and clinical skills.

**AREAS OF EXPERIENCE**

 General Management Project Management Financial Management

 Operational Management Human Resources Team Building / Leadership

 Board Development  Strategic Planning  Grant Writing

Clinical Community Partnership Development Stakeholder Consensus Building

**PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS**

**(Overlaps of time due to maintaining both independent contractor and**

**Employment with other agencies)**

**PROFESSIONAL EXPERIENCE 2004- 2010 Catholic Charities, Archdiocese of Hartford**

**Catholic Charities, Family Support Team - Lead Clinician 2009 - 2010**

Responsible for providing behavioral health services to families and children consistent with the

Family support team model. Administered client assessments, established diagnostic formulations,

Created comprehensive treatment plans and ensured accurate ethical and legal documentation of treatment. Prepared and presented cases during multidisciplinary clinical and administrative rounds. Provided clinical supervision and support to the Family Support Specialist. Contributed to the

Collection and analysis of clinical data related to client satisfaction and outcome.

**Catholic Charities, Dept. of Correction (DOC) and Court Support Services**

**Division (CSSD) Program - Senior Clinician 2005 - 2009**

Provided mental health treatment to ex-offenders with significant mental health and or substance abuse issues referred by CSSD and DOC. Administered substance abuse and mental health evaluations and urine testing’s. Provided individual therapy, medication monitoring and facilitated substance abuse and anger management groups. Ensured timely referrals to appropriate substance abuse treatment facilities. Provided accurate up to date educational information concerning the disease process and how to maintain abstinence from the use of mood altering substances. Facilitated case related and administration discussions with key leaders and staff members of both the DOC AND CSSD Departments.

**Catholic Charities - Clinician 2004 - 2005**

Provided a full range and volume of agency cases and formulated psychosocial evaluations,

Family diagnoses, and treatment plans. Utilized skills related to understanding the dynamics of

Human behavior, family systems and intervention techniques to provide effective treatment to

Clients. Areas of expertise demonstrated -ADHD, Adolescents, Adults, Behavior Disorders,

family and children, Drug/Alcohol Abuse/Co-Dependent, Co-Occurring Disorder, Grief Reaction/Bereavement/Separation and loss, Groups, Men’s, Women’s issues and PTSD.

**CEO Melchizedek Sober House, LLC - President 2008 - Present**

MEL'S House LLC is a sober house that is housed in a recovery oriented environment where

Men are afforded the opportunity to grow in their recovery processes. The Sober House’s

Mission: To develop a sober mind, and build a house that will stand, in the storms of life.

**Independent Contractor - Self Employed 2001 - Present** Maintained a high level supervisory role in a number of diverse Human Service agencies. Provided supervision and ongoing oversight of Case Managers Staff ensuring that Case Managers maintained adherence to all licensing requirements. Ensured a focus on continuous quality improvement through the use of effective interpersonal, communication, oral and written communication skills. Developed a culture of identifying and sharing of community resources across staff compliment. Administered human resource related assessments and provided constructive feedback to each supervisee. Utilized research related skills along with creativity and ability to engage other professionals to support the expansion of existing programs and development of new programs. Provided strong leadership in the areas of strategic planning and project management. Worked extensively with leadership team and external stakeholders to ensure the increase in opportunities to expand agency programming menu. Served as liaison to external agencies including, the Department of Children and Families Services and other community social services organizations.

**My Sisters Place - Senior Staff Reporting to Executive 2001 - 2004**

**And Program Director**

***Administration*** - Represented CEO-Executive Director on Community Boards, Commission, key stakeholders, and business partners as necessary. Supported Executive Director in the development and implementation of the Organization’s strategic plan and policies and provided leadership to staff. Coordinated projects as directed by Executive Director, regarding fund-raising, donor management volunteer bank and business development. Established staff meeting agendas and ensured performance goals was achieved.

***Clinical*** - Provided assessment of clients, developed client-centered plans and clinical interventions. Identified education and employment training opportunities and provided advocacy services for clients. Coordinated care provided clinical liaison with other providers to ensure that psychiatric, medical and psychosocial needs of clients were met. Provided agency monthly statistical reports, as well as DSS monthly and quarterly statistical reports. Assisted Leadership with grant writing activities.

**Columbia Federal Saving** - **Senior Sales Associate/License Broker 1998 - 2001**

Supervised three sales associates, scheduled and assigned sales associates to work stations daily. Managed a budget. Generated new business and products. Utilized experiences in negotiation and ability to effectively communicate to ensure achievement of established monthly goals. Provided supervision and oversight when deployed to Loans and Investments Departments.

**New Britain Housing Authority - Resident Services Officer (RSO) 1993 -1994**

Provided on a contractual basis the coordination of existing programs and resources designed to

Reduce drug and related crime. Coordinated resident groups and provided counseling services.

Created effective mechanisms for raising residents’ awareness of existing community services.

Facilitated the identification of leaders of the New Britain Housing Authority willing to

Participate in planning programs and activities. Created and published articles in agency

Newsletter highlighting the anti-crime and multicultural awareness activities of each project.

Secured funds and/or grants to support resident programs and activities and assisted Executive

Director with preparing and submitting funding applications to HUD. Performed liaison

Related duties between residents and administration, facilitated meetings, distributed policies

Related to the housing authority guidelines and provided general facility operation oversight.

**EDUCATION**

Degree Master of Science in Social Work (MSSW) - Springfield College, Springfield, MA

Bachelor of Science Degree in Human Services - New Hampshire College, Manchester, NH

**LICENSED ELIGIBLE** – All pre-requisites have been fulfilled - Currently awaiting Testing Dates

Currently preparing for the (LCSW) Licensed Clinical Social Worker Exam

Currently preparing for the (LADC) Licensed Alcohol & Drug Counselor Exam

**ASSOCIATIONS**

National Association of Social Work - Member

Connecticut community for addiction Recovery - member

**PUBLICATION**

2003 - Co-Author EACH, INC. (Education, Arts Craft, Health Corporation of Meriden) Health and Education Center – At the time of the publication, the minority community Of Meriden, Connecticut did not have a support mechanism or vehicle for organizing, developing and implementing cultural awareness or health education programs on its behalf. For this purpose (E.A.C.H) Education, Art, Craft, Health, Corporation of Meriden was formed. Facilitated discussions with the economic development board, representatives from the city of Meriden, local officials and residents from the housing authority. Integrated all data resulted from each meeting.

**SELECTIVE RELEVANT TRAINING**

2005 - Catholic Charities - Leadership Training

2008 - So you want to open a Sober House, The Connecticut Community for Addiction

Recovery, CCAR

2009 - Dialectical Behavior Therapy Certificate Cathy Moonshine, PhD, MAC, CADC111

2009 - The Saint Francis Academy for Pastoral Training, Certificate

2010 - Advance Dialectical Behavior Therapy, Certificate - Cathy Moonshine, PHD, MAC, CADC111

**The International Certification & Reciprocity Consortium/ Alcohol and Other Drug Abuse, Inc.**

December 1, 2007 to present Certified Co-Occurring Disorders Professional Diplomat

**Community Involvement**

2005 - Present DCF Advisory Board Hartford, Connecticut - Co-Chair

2008 - Present the Connecticut Community for Addiction Recovery - Member

2010 - Present Mentoring Future Together Community Advisory Board - Member

2003 - 2005 DCF Advisory Board Meriden Wallingford - Former Co-Chair

2003 - 2005 Meriden Wallingford Chrysalis Domestic Violence

Board of Director - Former Member

2001 - 2003 Catholic Charities Archdiocese, Finance Committee Board - Former Member

**LICENSES**

Notary Public