

KIMBERLY GREEN



Objective:

To further broaden my experience in substance abuse counseling, advocacy and assessment for alternatives to incarceration, and clinical supervision in a professional setting where the main objectives are prevention, education, and provision of services to populations who are criminally justice involved, mentally ill, and / or affected by substance use.

Education:

- NYS Regents with Honors/Cazenovia Central School District, Cazenovia, NY
- Bachelor's Degree in Foreign Language, State University of New York at Oswego
- Advanced CASAC, OASAS certification # 28730

Professional Experience:

- *Albany County Sheriff's Office, 2019-present, Inmate Services Specialist - SHARP Program / SHIP Program*
Responsibilities include : Development, implementation, and ongoing oversight of new Sheriff's Homelessness Improvement Program, a homeless shelter located at the Albany County Jail, development of new program policies and procedures, documentation development, oversight of admissions and referral processes, staff supervision. Recent promotion to director of SHARP program, the Albany County Sheriff's Office housing program for inmates at ACCF seeking treatment for SUD. Oversight of all clinical and therapeutic services being offered through the SHARP program, including treatment and drug court assessments, facilitation of group and individual sessions, development / implementation of policies and guidelines related to MAT program, clinical supervision of staff, oversight of referral and discharge planning for inmates, advocacy for and assessment of inmates for alternatives to incarceration (specialty treatment courts, TASC, Honor Court, treatment resolutions). Clinical team member, Albany Regional Drug Treatment Court and Albany Regional ATC (Mental Health) Court
- *The Next Step, Inc., 2017-2019, Program Manager*
Responsibilities include : Oversight and management of the daily operations of an OASAS licensed residential treatment program for women, clinical and administrative supervision of all staff and employees, payroll management, oversight of programming, community outreach, promoting and fostering relationships with collaborative agencies, working directly with and reporting to alternative to incarceration programs, crisis management, medication oversight and supervision, record keeping and documentation, incident management, maintenance of waiting list and admission / discharge processes, utilization review, facilitation of group and individual sessions as needed, reporting as required to Board of Directors
- *Westchester Medical Center, 2013-2017, Benedictine Hospital, Primary Substance Abuse Counselor*
Responsibilities include: Substance abuse counseling in an acute-care setting. Implementation of treatment planning, record keeping, documentation, facilitation of group and individual counseling sessions, collaborative discharge planning and referral, record keeping as required by OASAS and NYS DOH
- *The Next Step, Inc., 2011-2013, Primary Substance Abuse Counselor*
Responsibilities include: Addictions counseling in a long-term, residential treatment facility serving chemically dependent women, direct clinical supervision of program implementation for caseload, documentation of all incidents, crisis intervention, progress reporting, oversight of medication administration, responsibility in providing a safe and sober atmosphere within the treatment community as directed per OASAS guidelines, facilitation of educational and therapeutic groups with content focus on chemical dependency, disease concept, addictive and criminal thinking, co-occurring disorders, family dynamics, relapse prevention. Responsible for collaborative treatment planning and implementation, consistent communication with referral sources, participation in multi-disciplinary team case conference, meeting reporting requirements to legally mandating entities, family therapy sessions on a case-by-case basis
- *Hope House, Inc., 2010-2011, Primary Counselor / Outpatient Clinic*
Responsibilities included: Addictions counseling for large caseload (35-40) in an outpatient clinic setting serving a chemically dependent population, collaborative treatment planning and implementation, participation in multi-disciplinary team case conference, close collaboration with other human service organizations and legal supervision / specialty courts, meeting all

reporting requirements per OASAS guidelines and agency policy, group facilitation of gender-specific groups and criminal/addictive thinking groups

- *Peter Young Housing, Industries, and Treatment, 2010, Clinic Liaison*

Responsibilities included: Direct case management of clients shared between The Altamont Program Vocational Department and Eleanor Young Outpatient Clinic, maintaining effective communication between treatment and vocational departments, facilitation of Career and Adult Life Skills Group for Workforce Development population and Substance Abuse Treatment population, participation in weekly case conference, progress reporting, community outreach, facilitation of “Thinking for a Change” program (cognitive restructuring /cognitive behavioral therapy program targeted to the re-entry population), direct collaboration with NYSID in employment services for chemically dependent/disabled population

- *Copper Translation Services, 2004-2009, Freelance Translator/Interpreter*

Responsibilities include: Provision of translation services on a contractual/per diem basis for third party clients including local hospitals, physicians, insurance companies, family and criminal court systems statewide

- *St. Catherine of Siena School, 2005-2009, Foreign Language Educator, Spanish*

Responsibilities included: Curriculum development and classroom instruction for all foreign language students in grades K-8. Administration of NYS Proficiency in a Foreign Language Exam (grade 8) with scores being reported in the top five 5% of NYS reported testing for 2006-2009, translation of parent-teacher conferences for Spanish-speaking families, development and supervision of after-school Foreign Language Club

- *Hispanic Outreach Services, 2002-2005, Site Director and Program Manager*

Responsibilities included: Direct case management of Foster Care Prevention Program client base, collaboration with other community agencies in advocacy and client supervision/care, grant writing / development of RFP's, staff supervision and timesheet preparation, staff and volunteer interviewing and hiring procedures, document preparation per funding sources and audits, implementation of After-School Program and oversight of Summer Lunch Program, direction of weekly staff meetings and funding appropriation for travel/expenses, site maintenance and supervision of all staff and procedures

Credentials/Professional Memberships:

- Member / Clinician - Albany Regional Drug Treatment Court Team
- Member / Clinician – Albany ATC (Mental Health) Court Team
- T4C / Thinking for a Change – NYS DCJS / National Institute of Corrections Certified Facilitator (April 2011)
- MRT (Moral Reconation Therapy) Certified Facilitator (August 2020)
- QPR for Suicide Prevention / Gatekeeper Certification (January 2011)
- Member, National Alliance of Foreign Language Educators
 - Member, Hamilton Hill Forum (2005-2009)
 - Volunteer, Literacy Volunteers (2008-2011)
- Member, Schenectady Police/Community Gang Prevention Task Force (2005-2008)
- Former Member, Board of Directors, Trinity Alliance of the Capital Region
 - CASAC, OASAS certification # 28730 (March 13, 2013)

References:

- Michael Lyons, Superintendent, Albany Co. Sheriff's Office, Albany County Correctional Facility (518)869-2741
- Hon. Stephen J. Herrick, Albany County Public Defender (518) 447-7150
- Hon. John Reilly, Albany City Court (518) 453-5525
- Marsha Penrose, Former Executive Director, The Next Step, Inc. (518) 763-7677