

Jennifer Ann Rizzo
480-735-8346
555 West Harmony Place
Chandler, AZ 85248

Highly motivated professional with over 10 years' experience in and Substance Abuse Treatment. Strategic and creative thinker with successful background in developing, managing, and maximizing profitability in the consumer industry.

Detail oriented, organized, personable, enthusiastic, self-motivated leader who is able to comprehend and manage multiple details while focusing on the overall picture. Able to perform effectively in a "time is of the essence" environment.

Qualifications

- National Certified Recovery Specialist
- Motivational interviewing and counseling skills
- Experienced in areas of substance-abuse, relapse prevention and extended care
- Excellent sales, marketing, and customer service skills
- Advanced computer experience
- Excellent interpersonal, communication and supervisory skills
- Highly creative and methodical problem solver with strong organizational skills

Employment

Executive Director 4/2010 to 9/2013

The River Source

- Complete tasks related to the overall facility and program, education
- Management of patient behavior
- Supervise staff
- Maintains the patient daily schedule
- Supervises patient participation in the program and assist patients in benefiting from program services through the use of appropriate crisis prevention and de-escalation skills
- Supervises the documents each shift on patient behavior and participation in programming and communicates pertinent patient information across shifts into other members of the multidisciplinary treatment team
- Manage Accounts Receivable and Payable
- Meet or exceed all regulatory requirements (federal, state, and local agencies) i.e. health department, environment apartment food services.
- Meet the needs of clients and family members. Productive and positive interactions.
- Oversee local marketing. 2 to 5 marketing visits per week with interventionist hospital case managers and social workers
- Lead a minimum of two staff meetings per week.
- Manage staff – doctors, therapist, and behavioral health professionals

Director of admissions 1/2008 to 4/2010

Women In New Recovery

- Marketing and sales
- Assessments and Referrals
- Intakes Discharges
- Collections and Financial Matters

Extended Care Program Manager 1/2007 to 9/2008

Women In New Recovery

- Developed Program and started up New Extended Care
- Create weekly schedule and supervise facilitators
- Organized directed and coordinated the operations of the WINR extended care residential women's recovery program and residence capacity of 40 beds and three houses in Mesa, Arizona
- Oversaw compliance with the guidelines and operate the program with an approved agency budget

Achievers program manager 8/2006 to 9/2007

Women In New Recovery

- Co-Occurring specialist
- Developed case plans
- HMI a certified user

WINR and kids program manager 8/2006 to 9/2007

- 14 month inpatient residential drug and alcohol treatment for pre-and postpartum women with their children
- Responsible for 6 to 10 patients at a time, writing treatment plans, obtaining housing, education employment, and outpatient treatment, and conducting monthly family sessions

Program Manager 8/2006 to 9/2007

Women In New Recovery

- Organize, directed and coordinated the operations of the WINR seven-month residential women's recovery program and residents capacity of 70 and seven houses in Mesa Arizona
- Oversaw compliance with the guidelines and operate the program with an approved agency budget. Maintain contact with partners and community members relative to the service needs of WINR residents
- Maintained safety, cleanliness and maintenance for interior and exterior of the property which included, but was not limited to monthly, weekly and daily property inspections
- Maintained accurate client and financial records, and statistics.
- Provided on site crisis intervention
- Trained, coached and supervise staff assistants

Certifications

- National certified recovery specialist (NCRS). 2007 -2012
- HMIS Certified User
- 10 hours of Continuing Education in Motivational Interviewing

Continuing Education

“Leading-Edge Natural Treatments to utilize in your practice”

“Retrieving the missing pieces: A Cross-Cultural Approach to memory fragmentation”

“The neurobiology of Misbehavior: Understanding and treating addiction, Thrill seeking, and dry-drunk behavior”

“Utilizing the Felt Sense and Healing Depression, Anxiety, and trauma”

“Sex Addiction in W: omen uncovering the secret”

“Organizational skills customer services: it's more than a smile”

“Supervision of direct service staff performance problems “