

# BRENDA SMITH-WILLIAMS

Phone: (336) 273-5306  
E-mail: dreams@clearwire.net

## QUALIFICATIONS

With more than 20 years of substance abuse prevention, education and treatment experience, I have successfully developed numerous community based programs; developed marketing strategies for various programs; provided education to the community regarding organizations' programs and services and numerous community resources; sought and gained fiscal support of numerous positions in organizations based on community need and supervised a varied number of staff (from 10 to 25) over the last 15 years.

Licensed Clinical Addictions Specialist  
Certified Clinical Supervisor  
Certified Substance Abuse Residential Facility Director  
Credentialed CPM (Case Presentation Method) Evaluator/Trainer  
City of Greensboro Human Relations Commissioner  
Member: Guilford County Substance Abuse Coalition  
Member: Guilford County Homeless Prevention Coalition  
Member: Social Services Advisory Board Committee  
Member: African American Mental Health Advisory Board  
Attendee: Undoing Racism Workshop, 2004

## EDUCATION

1994            Dual Master's of Science Degrees in Student Personnel and Agency Counseling  
                  NC A&T State University, Greensboro, North Carolina. Graduated Cum Laude.

1983            Bachelor of Arts Degree in English Education/Journalism  
                  Saint Augustine's College, Raleigh, North Carolina. Graduated Cum Laude.

## EMPLOYMENT

**7/05-present        Founder/Executive Director, D.R.E.A.M.S. Treatment Services, Inc.**

Responsible for forming, incorporating, securing nonprofit status, securing facility, formulating business plan, developing and establishing a new substance abuse treatment facility in Guilford County. Responsible for securing and for adherence to licensures, etc. Provide leadership (administrative and clinical), training and performance counseling to staff; deliver direct service to substance abuse/mental health consumers as needed. Oversee day to day managerial and clinical operations of facility. Market services to general community. Secure funds for continued operation.

**9/04-7/05        Program Manager, Partnership for a Drug Free NC**

Was responsible for development and establishment of a new substance abuse treatment program in High Point, N.C. adhering to licensure and assessed needs of clients, as well as securing verification of third party reimbursements. Provided leadership, coaching, guidance and daily supervision to staff. Provided training and performance counseling to staff. Served as liaison between Program and Area Program's LME to deliver direct services to substance abuse/mental health clients. Supervised the day-to-day managerial and clinical operations of facility. Marketed services to general community.

**1996-2004        Clinical Services Director, Alcohol & Drug Services**

Was responsible for development of various programs according to clients' needs, as well as third party payee requirements. Provided leadership and daily supervision to staff who performed such duties as screenings, intakes, assessments, referrals, individual counseling, group therapy, health education, assertive outreach, gender responsive programming, case management, etc. to substance abusing consumers. Marketed various programs to the community (including potential funding sources, family members, colleges and universities, public service organizations, etc). Provided performance counseling. Supervised the day-to-day managerial and clinical operations of a 55-bed residential treatment facility and The IOP (Women's) Program. Provided direct services to consumers as needed.

**1994-1996**

**Case Management Supervisor, Alcohol & Drug Services**

Researched and developed case management services for organization. Trained staff on the specifics of the provision of case management. Developed and maintained an up-to-date community resource manual. Provided leadership, guidance and supervision to case management unit staff who conducted all necessary direct service work, including initiating consumer's medical records.

**1992-1994**

**Women's Program Manager, Alcohol & Drug Services**

Was responsible for designing and implementing a gender responsive outpatient treatment program specifically geared towards women with children. Was responsible for administrative and clinical day to day operations of program and staff. Provided performance counseling and direct service as needed. Served on various committee with consumers' resources.

**1989-1992**

**Women's Intervention/ Prevention/Education Specialist, Alcohol & Drug Services**

Provided direct services to substance abusing pregnant/post-partum women with children. Served on site at Women's Health Clinics (Greensboro & High Point), The Moses H. Cone OB/GYN Clinic, The Women's Hospital of Greensboro, Gillespie Park Education System and Bennett College. Provided education to various community based programs.

**OTHER EXPERIENCE**

**Educational Consultant**

Was responsible for providing clients and students of Charter Hospital of Greensboro, Bennett College and Crawford Treatment Center, education on topics such as Healthy versus Unhealthy Relationships, Sexuality, Self-Esteem, Substance Abuse and Women, During Pregnancy, etc. Served as resource for staff, students, clients and treatment program.

**Researcher, Developer and Presenter**

Was responsible for developing an eight week program geared towards adolescent and teenaged females. Presented topics relative to goal-setting, decision-making, peer pressure, self-love, etc.

**BULL'S Consultation Services: Contract**

**Guilford County Teaching Service Physicians' Educator**

Was responsible for providing substance abuse education and intervention techniques relative to pregnancy and signs and symptoms to teaching service physicians of The Women's Hospital of Greensboro and The Moses H. Cone Hospital.

**Davidson County Community College Educator**

Was responsible for researching and developing various programs and presenting to student body.

**NIA Community Action Center Board Chairperson and Client/Staff Educator**

Was responsible for researching, developing and presenting "Life Skills" programs to residents, provided substance abuse/mental health updated information and psychosocial information to staff and board members.