

Application Form

Profile

Melvin

First Name

Parrish

Last Name

me13200@bellsouth.net

Email Address

3893 Sienna Greens Ter.

Home Address

Lauderhill

City

FL

State

33319

Postal Code

Mobile: (954) 821-4333

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Community and Budget Advisory Board: Eligible

Are you a Lauderhill resident?

Yes No

How long have you been a Lauderhill resident?

20 Years

Are you a registered voter in Broward County?

Yes No

Do you have a contract or do business with the city?

Yes No

Interests & Experiences

Have you served on a City board before?

Yes No

If yes, which board? How many years?

Community budget advisory board

Why are you interested in serving on a board? If you have not attached a resume, please describe any qualifications, skills, and abilities you possess that would directly benefit this board.

Held position in the past resume on file.

Upload a Resume

Board Specific Questions

Question applies to Community and Budget Advisory Board

Select Zone of Residency *

Zone 3

Demographics

Ethnicity *

African American

Gender *

Male

12/12/1956

Date of Birth

Melvin Parrish, LMHC, CAP, NCC

3893 Sienna Greens Terr., Lauderhill, FL 33319 • (954) 821-4333 • mel3200@bellsouth.net

Mental Health & Substance Abuse Specialty

Over 20 years' experience serving the mental health and substance abuse community; highly competitive, passionate, persuasive and articulate, able to achieve results others believed to be impossible. Experienced in program designing, public relations, team/partnership building and motivating staff and clients to achieve.

Demonstrated success record in:

- Developing program objectives and procedures
- Evaluating program operational needs
- Monitoring and evaluating service delivery
- Developing treatment plans
- Provide crisis intervention counseling
- Clinical and Non-Clinical staff supervision.
- Designing creative intervention to address client social needs
- Motivating staff to peak performance levels.
- Individual, group, and family counseling services

HIGHLIGHTED CAREER ACHIEVEMENTS

- Managed Broward Addiction and Recovery Center's (BARC)Non-Residential Day Treatment Program
- Design/Created the Mature Adult Program (MAP) at Broward Addiction and Recovery Center's (BARC)Non-Residential Day Treatment Program
- Design/Created the Chemical Abuse and Mental Illness(CAMI)Program at Broward Addiction and Recovery Center's (BARC)Non-Residential Day Treatment Program
- Design/Created the Intervention Program (Pre-IRT) Broward Addiction and Recovery Center's (BARC)Non-Residential Day Treatment Program
- Design/Created the Intensive Outpatient Even Program at Broward Addiction and Recovery Center's (BARC) Out-patience Services.
- Coordinated referral process with internal and external stakeholders to include North Broward Health District

PROFESSIONAL EXPERIENCE

09/30/2011-presently

Broward County Family Success Administration Division Housing Options Program
Program
900 North West 31st Avenue, Fort Lauderdale Florida 33311

- **Case Manager (NewHart Program)**
Advocates on behalf of clients, consumers and families for services, basic needs, and other related issues; Counsels clients or consumers, individually or in groups, and/or their families, to facilitate achieving service plan goals, developing life skills, and/or mitigating inappropriate

behavior

Provides crisis prevention, intervention, and supportive counseling as needed

Bridge the gap between employment seekers and employers; Identify job opportunities that require the customer's particular skill sets and competence levels

Assist customer write their resumes and fill out applications; Coach customer on interview techniques and go on interviews with them

Constantly liaise with the business community to identify current hiring needs; Build a strong relationship with employers by cold calling and networking

Attend and host employment fairs to get an idea of the opportunities available for job placement

Negotiate with employers and services agencies to participate with sponsored events.

Develop training programs to benefits customers (Budget, Resume Writing, Interviewing skills Workshops)

Participated in writing/preparing grant application (Community-Centered Healthy Marriage and Relationship Grant & Community Centered Responsible Fatherhood Ex Prisoner Reentry Pilot Project Committee)

Serves as a member of performance improvement committees and/or teams to promote ongoing improvement and organizational compliance with regulatory bodies

10/01/09-09/30/11 Broward County Family Success Administration Division Community Action Agency Program
10077 NW 29th Street, Coral Springs, FL 33065

- **Case Manager/ Job Developer (ARRA) & (CSBA)**

Advocates on behalf of clients, consumers and families for services, basic needs, and other related issues; Counsels clients or consumers, individually or in groups, and/or their families, to facilitate achieving service plan goals, developing life skills, and/or mitigating inappropriate behavior

Provides crisis prevention, intervention, and supportive counseling as needed

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07/06-09/09 Broward County Family Success Administration Division
115 South Andrews Avenue, Fort Lauderdale, Florida 33301

- **Regional Coordinator**

Provide technical and administrative support to multi-service regional human services Facility and work in partnership with agencies co-located at an affiliate center(s)

Represent the Division in the community, conducting special assignments related to provision of human or social services, participating in Community meetings and programs, developing community resources and volunteers, and linking programs and services. Assist individuals in the community who are in crisis with obtaining financial assistance and in providing or supporting case management activities

Work directly with special needs, e.g., high profile at-risk cases. Advocating for clients, including special advocacy with local, state, public and private health organizations, and non-profit organizations

Assists in developing policies, procedures, rules, including those related to the efficacy and timeliness of client services. Assist in preparing Division and facility health and safety procedures and Division and Center annual budget and operational goals and objectives

Prepares a variety of statistical and narrative reports related to programs, community organization projects, affiliate and collaborative partnerships, etc. May participate in grant writing activities and in preparing written responses and reports

Participate in internal and external committees. Serve on accreditation and continuous quality improvement committees

Assists in developing the Divisions annual training plan, providing orientation and in-service training, oversees Commissioner requests as assigned. Coordinates and evaluates services, tracks timeliness and quality of services provided, etc., and prepares responses

Evaluate training needs for staff and customers to include creating needs surveys or assessments.

Enters client data via computer, ensuring that transfer of client information to other service providers is in accordance with confidentiality policy and regulations.

Liaison between the Division and public, private, and community agencies to develop community resources and to promote program services within the community. Act as liaison and mediator between regional and satellite centers.

Develops collaborative community partnerships to develop resource partnerships for shared target areas.

Recruits volunteers and other partners from the community.

10/94-07/06 Broward County Substance Abuse and Health Care Services (SAHCS)
1011 Southwest 2nd Court, Fort Lauderdale, Florida 33312

- **Substance Abuse Program Supervisor**

Plan, develop, analyze, evaluate, advice, and improve staff treatment programs based on best practices.

Coordinate, collaborative service with partners; conducting community outreach activities.

Attend community and provider meetings as needed, develop and maintain collaboration and partnership with profit, non-profit, faith based, agencies, community groups, academic institutions to identify and implement agreed upon services to address concerns and needs of target populations.

Serves as a member of performance improvement committees and/or teams to promote ongoing improvement and organizational compliance with regulatory bodies

Serve as liaison between the department and the community to keep lines of communication open.

Complete weekly, monthly, and quarterly reports on various aspects of the program.
Prepare power point presentations to various groups such as Advisory Board, leadership committees and community stakeholders.

Submit reports, program achievements, and observation to management for the purpose of improving the effectiveness and efficiency of programs and operations.

Review division, agency, and county policies and procedure to assure procedures and ordinances are followed.

Participate as a member on the Performance Improvement team and help to identify problems

or factors inhibiting the effective accomplishments of the Division's goals and objectives.

Plan and implement crisis response procedures and interventions during emergency situations.

Review applications for employment with the county, checks for adherence to minimum training and experience qualifications announced for specific job openings

Participate on interviewing panels, perform background checks and select candidate for employment with BARC

Develop and maintain policy and procedural standards of operations to satisfy JCAHO

Supervise clinical services and administrative functions of the Non -Residential Day treatment Program.

Responsible for providing direct client services for a limited caseload.

Designed and maintain a system to collect data to identify and analyze drug abuse trends, to record data as baseline data for planning, monitoring ongoing programs

Reviewed labor relation contracts (union contracts) maintaining compliance and adherence to contract requirements

- **Substance Abuse Specialist II**

Conducted clinical interviews and psychosocial assessments to generate client file.

Facilitated intermediate and advance groups on utilizing counseling module design.

Counseled clients with complex adjustments issues one-on one and document session in client notes.

Assist clients in identifying the positive and negative effects of anger through behavior counseling therapy.

Assist clients to identify healthy strategies and alternatives for expressing anger, implementing non-violent crisis interventions strategies.

Assist clients to utilize cognitive appraisal techniques to reframe anger.

Conduct substance abuse/addiction awareness and educational programs for community groups.

Develop and implemented individualize treatment plans with clients.

- **Equal Employment Opportunity Representative**

Serve as a bridge between employee, supervisors, and division director, to clear up problems brought to their attention by employees.

Ensure the County's compliance with federal, state and county legislation and directives in the area of equal employment opportunity.

Interviewed and assisted employees with complaints of discrimination.

Assist in resolving complaints/problems of noncompliance with established policies of equal access because of race, sex, color religion, national origin, physical handicap and/or marital status.

Assist in inquiry into charges of unfair employment practices that involve race, sex, color religion, national origin, physical handicap, or marital status and report finding to the office of EEO.

Visit various sites/units when necessary to determine compliance with EEO rules and regulations. Participate in training programs offered to increase knowledge and proficiency related to EEO policies. Serve as a liaison between an aggrieved employee and supervisor and/or management in order to informally resolve EEO related problem.

Provide supportive counseling to employees.

EDUCATION

8/93-4/96 Nova Southeastern University, 3301 College Ave., Davie, FL 33341
Master of Science/Mental Health Counseling

Conferred: April 1996

6/87-1/90 Nova Southeastern University, 3301 College Ave., Davie, FL 33341
Bachelor of Science/Psychology

Conferred: June 1990

1/75-06/79 Broward Community College, 3400 College Ave., Davie, FL 33341
Associate Arts Degree/Community Psychology

Conferred: June 1979

Certifications

Licensed Mental Health Counselor; Certified Addictions Professional; National Certified Counselor; Qualified Supervisor, Instructor Trainer for the American Red Cross, HIV/AIDS