

Carmen Barnes, BS, CSAC
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EMPLOYMENT HISTORY

Milwaukee LGBT Community Center June 2013 - PRESENT
Manager – Counseling & Anti-Violence Programs

- Provide one-on-one assistance to victims of sexual assault, hate crimes and domestic violence
- Refer and assist clients in the judicial, health and other support systems
- Maintain personalized case management support
- Offer referral to therapy for victims
- Create and implement group training programs for developing and maintaining healthy relationships
- Provide counseling on alcohol, tobacco and other drug abuse to individuals and groups
- Support Center and community events to raise awareness and reduce interpersonal violence

Milwaukee LGBT Community Center October 2012-June 2013
Program Coordinator II Youth/ATODA

- Conducted formal and informal assessments of risk behaviors with LGBTQ youth ages 13-24
- Provided individualized case management with written documentation supporting each session
- Developed goals and treatment plans with youth to reduce risk behaviors
- Facilitated group level ATODA and Anti-Oppression counseling prevention and education
- Supervised youth drop-in and nightly youth programming
- Worked with students and volunteers to develop skills and expertise in working with LGBTQ youth

Milwaukee Women's Center March 2003- October 2012
AODA Outpatient Treatment Program Coordinator /Senior Counselor Milwaukee, WI

- Oversee all Day/Outpatient Treatment program policies and procedures
- Facilitate group/individual counseling sessions
- Maintain an ongoing caseload to a diverse population needing AODA services and or referrals
- Prepare timely monthly and annual reports of statistical summaries, reviews, updates and treatment plan revisions as required by HSF-75 codes
- Maintain clinical charts and other relevant client documents
- Facilitate Children of Addicts groups to adolescents
- Complete initial bio-psychosocial assessments, and administer the Uniform
- Placement Criteria screening tool

Living Recovery, Inc. January 2001-May 2003
AODA Counselor/Quality Assurance Coordinator Milwaukee, WI

- Provided group and individual counseling to consumers with alcohol and other drug addictions
- Provided in-service training of intake procedures
- Completed reviews, reports and other documentation of client's clinical progress

- Audited, designed and implemented clinical documents

**VE Carter Development Center
Mentor/Living Skills Counselor**

November 2000-January 2001
Milwaukee, WI

- Mentored youth
- Provided daily living skills
- Maintained on-going home visits to monitor skill levels
- Responsible for the day-to-day operations of services offered for counseling

**Genesis Behavioral Services
Counselor-I/Staff Assistant**

March 1999-November 2000
Milwaukee, WI

- Provided individual counseling
- Facilitated life skills, anger management and domestic violence groups
- Monitored and tracked client progress and completed monthly progress reports
- Assisted nurses with clients going through AODA withdrawal or detox phase
- Prepped and served food, washed clothes, prepared admission packets
- Conducted program intakes

ACCOMPLISHMENTS

- International Honor Society in Social Sciences- Pi Gamma Mu
- Diverse and Resilient Advisory Board (member)
- Presenter at the 2005 Annual Texas Substance Abuse and Mental Health Institute Conference

VOLUNTEER EXPERIENCE

- Speaker at Grandview High School's Career Focus Day
- African American Women's Health Initiative
- Milwaukee Women's Center Chow Down to End Domestic Violence

PROFESSIONAL QUALIFICATIONS

- Professional credential: Clinical Substance Abuse Counselor (CSAC)
- Completed seven years of training in Experiential/Psychodrama/Family Constellation therapeutic approaches
- Celebrating Families Lead-facilitator
- Trauma-informed Care trained
- Screening, Brief Intervention and Referral to Treatment (SBIRT) trained
- Completed UW Extension's-Fetal Alcohol Spectrum Disorder (FASD) TOT certificate program
- Proficient in Microsoft Office, Excel, Access, Power Point, Internet, and e-mail
- Accustomed to handling sensitive, confidential knowledge and documentation discreetly
- Organized and efficient, with excellent organizational and analytical skills
- Able to meet deadlines, strong verbal and written communication skills
- Developed, modified, and implemented clinical program, surveys, admission, and assessment forms

EDUCATION

- Springfield College-Milwaukee, WI Bachelor of Science (Summa cum Laude): Human Services-Addiction Studies Concentration-December 2010: GPA 4.0
- Robert Morris Business College -Chicago, IL.
Course work toward degree in Computer Science-May 1995
- Paul Laurence Dunbar High School-Chicago IL. High School Diploma-1994