

CAROLINE F. STEIN, M.Ed., NCC, LPC
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SUMMARY OF QUALIFICATIONS

- Award-winning employee with more than thirteen years of successful experience as a Therapist, Director, Behavioral Specialist and Human Services Administrator (Corporate Program Coordinator)
- Master of Education in Counseling Psychology, Licensed Professional Counselor in Pennsylvania and Certified in W-TREM (Women's Trauma Recovery Empowerment Model)
- Computer literate. Working knowledge of Microsoft Word, Microsoft Excel, PowerPoint, WordPerfect, and ECHO.

PROFESSIONAL HIGHLIGHTS

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| 2001-
present | RESOURCES FOR HUMAN DEVELOPMENT (RHD)
Corporate Program Coordinator | Philadelphia, PA |
| | <ul style="list-style-type: none">• Provide oversight (as part of a small team) to over 14 million dollars in human service programming including residential programs for individuals with mental illness and homeless shelters with related supportive programs.• Routinely perform as an Interim/Acting Director in the absence of a Unit Director• Trouble shoot and problem solve concerns within the above programs, including the revamping of various programmatic systems.• Transform Program funded/Reinvestment funded units to fee for service billing.• Start up and take over of programs including personnel and procedural aspects.• Conduct investigations concerning personnel and consumer issues.• Conduct trainings on various topics for programs and Miniversity (RHD's Employee education division) including Career Development and Suicide Prevention. <p><i>Selected Accomplishments:</i></p> <ul style="list-style-type: none">• <i>Received outstanding annual reviews and merit increases for excellent performance.</i>• <i>Participated in the Student Intern, Employee Retention, and Leadership Development Program Advisor Committees, CQI, RHD Homeless Coalition, and Philadelphia's Trauma Task Force Committee.</i>• <i>Provided Mobile Therapy to children and families through a Wraparound Program (COSP) Children's Outreach Service Program (2003-2005).</i> | |
| 1996 -
2002 | LENAPE VALLEY FOUNDATION
Behavioral Consultant (Part-Time Employment) | Doylestown, PA |
| | <ul style="list-style-type: none">• Developed, implemented and monitored treatment plans for children with behavioral, emotional, and psychological difficulties, including Autism.• Counseled teachers, parents, and foster families on behavior modification. <p><i>Selected Accomplishments:</i></p> <ul style="list-style-type: none">• <i>Provided behavioral consulting to Centennial, Central Bucks, and Council Rock school districts.</i>• <i>Gained recognition for achieving dramatic success with specific clients with long histories of hospitalization.</i> | |
| 2000-
2001 | NORTHERN HOME CHILDREN AND FAMILY SERVICES
Clinical Auditor | Philadelphia, PA |
| | <ul style="list-style-type: none">• Created policy and procedure for the Behavioral Health Department. | |

Director of Wraparound Program (previous position)

Directly and indirectly supervised about 175 Case Managers, Clinical Supervisors, Behavioral Specialist Consultants, Mobile Therapists, and Therapeutic Support Staff.

- 1999 -2000 CHELTENHAM TOWNSHIP SCHOOL DISTRICT Cheltenham, PA**
Long-Term Substitute Counselor
- Counseled students and their families on a broad range of academic, social, and adjustment issues at Wyncote and Glenside Elementary Schools.
- Selected Accomplishment:*
- *Co-designed a mentoring program pilot for African-American males.*
- 1999 WOODS SERVICES Langhorne, PA**
Psychologist - Woodlands Program
- Performed clinical and administrative tasks in a residential program for young people with mental retardation, mental health concerns, and behavioral problems.
- Selected Accomplishment:*
- *Established a superior record in ensuring compliance with state regulations, including Behavior Modification Review Committee (BMRC) guidelines.*
- 1996-1999 UNITED BEHAVIORAL HEALTH Philadelphia, PA**
Intake/Employee Assistance Counselor
- 1996 SOUTHERN HOME SERVICES Philadelphia, PA**
Mental Health Therapist
- 1995-1996 ACCESS, INC. Conshohocken, PA**
Mobile Therapist (Part-Time Employment)
- 1995-1996 LIFE CENTERS, INC. Philadelphia, PA**
Psychotherapist (Part-Time Employment)
- 1995-1996 HELENE FULD MEDICAL CENTER Trenton, NJ**
Therapist/Crisis Counselor (Part-Time Employment)

EDUCATION

Lehigh University, Bethlehem, PA	Master of Education (1995)	Counseling Psychology
Millersville University, Millersville, PA	Bachelor of Arts (1993)	Psychology

LICENSES AND CERTIFICATIONS

Elementary and Middle School Counseling Certification	Licensed Professional Counselor (PA)
Women's Trauma Recovery and Empowerment Model	National Board Certified Counselor

OTHER PROFESSIONAL ACTIVITIES

- Completed a Comprehensive Literature Review on Forgiveness and Self Forgiveness as contracted by the Ampersand Group, September 13, 2001.
- Conducted various seminars on stress and diabetes to career searches to various community groups such as Paul's Run (Retirement Community) to the Philadelphia Free Library, ongoing.