

**Brandy Weatherspoon
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McKees Rocks, PA 15136
Cell (412) 589-0695**

Education:

Masters in Professional Counseling(Psychology)	2010
Carlow University	
Bachelors in Science (Criminal Justice/Psychology)	2003
Lock Haven University of Pennsylvania	
NCE /LPC (Licensed Prof. Counselor in progress)	currently in progress

Certificates:

Project Management
OSHA 10
Supervision & Management
Service Coordination
Family Self Sufficiency
National Cert- A-CRA/ACC -Evidence Based Practice
PA Dept of Health –Clinical Supervision (30hrs)
PA Dept of Health –HIV Counselor –Pre & Post Testing
PA Dept of Health –PCPC & ASAM

Employment History:

Weatherspoon & Williams LLC	2021-Present
Owner/ President/ Founder	
Full Time Operations	

- Responsible for restructuring and implementation of operational procedures, business development & expansion.
- Ensure Project Managers effectively manage schedule of values for project execution.
- Re-design and approval of bidding structure for all WWLLC, supplies, material, products, and service management within estimating and sales division.
- Re- design and implementation of financial practices, structure, and policy
- Ensure project management competencies, org structure and responsibilities.
- Responsible for financial decisions, sole signing, banking responsibilities, approval of financial team, payroll, time off.
- Ensure accounts receivable / accounts payable run according to financial structure.
- Oversight and approval of Project Budgeting & Forecasting
- Approved proposed contracts and ensure management (Federal, State, Local) Muti-State
- Ensure effective supply chain management, purchasing and delivery.
- Responsible for facilitating meeting with senior administration such as consultant, attorney, and financial teams.
- Support administrative team with tasks such as preliminary scope review, tracking, documentation, invoicing.
- Oversight of all WWLLC team members, Oversight of day-to-day operations
- Responsible for assessing capacity, capabilities, and decisions for project commitment.
- Accountable for WWLLC management and staff.
- Responsible for relationship building and maintaining open communication with customer & vendors
- Responsible for ensuring all certifications are current (MBE,DBE.WBE, ACDBE)
- Field Team member, responsible completing tasks directly on specific small jobs such as installation of signage
- Administrative Project Manager on specific scopes of work / tasks.

Weatherspoon & Williams LLC
Founder /President / Co-Owner

2013-12/2021

Part Time Operations

- Responsible for assisting ownership with strategic planning
- Assist in preliminary contract management (Federal, State, Local) Multi-State
- Support the day to day operations supply chain management
- Human Resource / Training oversight of 6 Staff
- Search, Interview, Hire, and other employee relations
- Responsible for design and implementing system /tools to execute day to day operations
- Bi-Weekly collaborations with all WWLLC team members
- Responsible for ensuring all certifications are current (MBE,DBE,WBE, ACDBE)
- Responsible for financial decisions as co-owner with leadership
- Responsible for supporting ,co facilitating meeting with senior administration such as consultant, attorney, and financial teams
- Support administrative team with tasks such as preliminary scope review, tracking, documentation, invoicing.
- Responsible completing tasks directly on specific small jobs such as installation of signage

Housing Authority of the City of Pittsburgh
Director of Resident Initiatives (RSS)

2/2015- 1/2022

- Oversight of all program operations (6 divisions)
- Oversight of 25 staff members, 5 managers and supervisors
- Sets standard operating procedures and enforce department/agency policy
- Evaluation of Performance annual reviews
- Responsible for Budget, Revenue, Expense Management- Strategic Planning
- Ensure RSS Department communications with all HACP departments and Executive Staff
- Develop, Organize, and Facilitate all mandatory monthly meetings
- Develops, implements, monitors, and directs program strategies
- Responsible for overall department activities for residents
- Oversight of staff and managers professional training and development
- Ensure effective operations and measurable outcomes
- Apply, Monitor and execute department HUD grants and funding
- Support Directors & Executive team members by consulting on tasks, projects and SOP.
- Ensure best practices are maintained in client care
- Develop and implement new programming to enhance resident self sufficiency

Family Behavioral Resources
Clinical Director

1/2012- 2/2015

- Oversight of all program operations
- Responsible for growth, referrals, utilization of clinical services
- Responsible for over 70 employees –
- Robinson Location- Growth- over 140 families & over 900 authorized hours of services
- Accountable to all HR functions, duties of hiring/termination, Payroll
- Accountable to all Plan of Care, & Clinical functions of the team operations
- Responsible for Budget, Revenue, Expense Management- Strategic Planning
- Duties of staffing, scheduling, & execution of clinical services
- Responsible for driving effective operations of all aspects & departments
- Develop, Organize, and Facilitate all mandatory monthly meetings

- Develops, implements, monitors , and directs program strategies
- Create initiatives and improvements across the medical model of behavioral health
- Ensure that all team members have ownership of budget, revenue & profit
- Drive growth & new referrals to continue to service our consumers
- Anticipate barriers and drive solution focused actions
- Make recommendations and oversee action plans for county offices
- Ongoing collaboration & communication with Managed Care Organizations
- Ensure all performance evaluations are completed for employees
- Develop and facilitate clinical & operational trainings
- Mentor of all 5 locations in Allegheny Co. (Brentwood, North Hills, Cranberry, New Kensington, Monroeville)
- Continued development of systems, processes currently used across all Allegheny Co. offices
- Support families entering services with FBR & ensure excellent customer service
- Organized FBR Committee & Teams for Autism Speaks- Pittsburgh Walk Now For Autism (2013 & 2014)

Pyramid Healthcare-Program Director – (for-profit)
Acute Partial /Partial Hospitalization
Intensive Outpatient/ Outpatient & Adolescent Services

4/2010-1/2012

- Oversight all program operations
- Created & developed Adolescent Intensive Outpatient Services
- Created & Implemented Employee of the Quarter-Incentives
- Responsible for fiscal budget, annual/ monthly audits, and oversight.
- Responsible for census, attendance and productivity of clients served
- Responsible for clinical assessments team & referrals to the appropriate level of care
- Responsible for HR duties of hiring/termination of employee & reference checks
- Implemented new procedures, policies, and organizational improvements.
- Plans, organizes, facilitates staff meetings
- Completes annual evaluation for all staff & effective supervisory conferences to staff
- Completes training needs and assessments to complete development goals
- Create and develop new client charts for more efficient client management
- Create chart audit tools and implement new process & policies
- Support Clients and Families in meeting court ordered stipulations
- Maintain client case load
- Monitor Community Service hours & Collect Restitution payments for Allegheny County Courts
- Responsible for individual & team goals
- Community outreach, maintain contact with site and placement of youth
- Maintain reports in data base
- Demonstrate effective time management skills and scheduling of appointments
- Support team, supervisors, and managers in day to day operations.

Cornell Abraxas -Center for Adolescent Females (for profit)
Senior Treatment Supervisor- Senior Management / Case Manager

6/2006-4/2010

- Supervise the Treatment Supervisors (Drug & Alcohol & General Residential)
- Responsible for program operations/execution
- Recreational activities / manage annual budget
- Program /staff scheduling Asses, Personal Time Off, /denials & approvals

- Created Proposed, Implemented, Executed, new procedures, policies, and organizational improvements.
- Plans, organizes, facilitates staff /supervisor meetings
- Coach, mentor, teach, and assist staff and supervisors.
- Facilitate development trainings for staff and supervisors
- Completes annual evaluation for supervisory team
- Conducts effective supervisory conferences to staff /supervisors
- Completes training needs and assessments to complete development goals
- Asses, Pre-Cert, Continued Stay Review (CCBHO)
- Screen, Interview, Hire /Terminate employment (personnel concerns /issues)
- Oversight of clinical operations on General Residential Unit (groups, sessions)
- Oversee “Work Readiness” –assist clients in finding employment

House of the Crossroads
Lead Drug & Alcohol Counselor

7/2004-6/2006

- Full Case Management Responsibilities
- Facilitated groups and individual sessions
- Supervised interns and assisted with new hire training

Academy Systems
Youth Counselor

12/2002-7/2004

- Facilitated group and individual sessions
- Assisted running before and after school programs

Skills

Strong Leadership Ability, Commitment, Customer Service, Motivation to take Initiative & Proactive Approach, Anticipation & Solution Focused, Assertive, Reliable, Accountable & Responsible, , Team Development & Effective Communicator, Effective Time Management, Promotion of positive behavior , Manage resistant behavior, Professionalism, Organization, Strong Clinical Skills, Effective Management /Supervision, Effective Decision Making

*** Attached is a list of Relevant Trainings that I have completed. Certificates are available upon request.**

PA Dept of Health Certificates

Clinical Supervision (30 hrs)	Ethics for Addiction Professionals
Certified HIV counselor / Pre & Post Testing	Confidentiality
Adolescent ASAM PPC 2r / PA Client Placement Criteria	Screening /Assessment (Treatment)

Project Management Workshop	OSHA-10
Supervision & Management	Project Management
Family Self Sufficiency Coordinator	Service Coordination
Fire Safety	Developmental Psychology
HIPPA Regulations	Milieu Management
Corrective Action Process	CPR/First Aid
Safe Crisis Management	Incident Reporting
Team Building/MGT/SUPS	Boundaries /Ethics
Prevention of Sexual Abuse	Mentoring 101
CPSL/DPW 3800 Regulations	Addiction 101
Group /Seminar Facilitation	Universal Precautions
Medication Administration	Client Screening
Cultural Diversity	Preventing HIV
Relational Aggression	Behavioral Standards

6 stages of intervention

Intake Procedures

Effective Intervention

Sexuality

Suicide Prevention / Intervention

Prevention of Sexual Harassment

Marketing /Customer Service

Suboxone Detox

Fair Labor Standards

Critical Incident Reporting

Effective Customer Service

Therapeutic Intervention

Clinical Program/Documentation

Issues Impacting Client Wellness

Trauma Informed Care

Adolescent Care