

# Desilynn G. Smith

Milwaukee, WI, 53224 •

## OBJECTIVE:

To maintain a position helping others maintain their fullest potential. Over 15 years of experience in the Human/Social Service Field along with community involvement, teaching and working with individuals to provide understanding to many different situations, cultures, backgrounds and ethics of clients. I have strong communication skills, train quickly and work well in multi-cultural settings.

## Special Interest and Distinctions:

- 2022-Present Executive Director Uniting Garden Homes Inc
- 2022-2023 MHB Community Stakeholder Advisory Council
- 2017 – 2021 Executive Board Vice President Uniting Garden Homes Inc
- 05/2019 - present Certified Clinical Trauma Professional
- 08/2018-2022 Wisconsin Certified CBRF Trainer
- 2012-present Member of Wisconsin Counselors Association
- 2017-present holder of DSPS issued Intermediate Clinical Supervisor
- 2013-present holder of DSPS issued Clinical Substance Abuse Counselor License
- 2010-present holder of Human Services-Board Certified Practitioner Certificate
- 2016-present member of National Association for Alcoholism and Drug Abuse Counselors
- 2007-present Member of National Organization for Human Services
- 2007-2014 Educational Plan Committee
- 2006-2009 holder of States issued DPI Special Education Teachers License
- 2001-2007 Correction Action Steering Team
- 2001-2007 Policy & Procedure Committee with Milwaukee County
- 2003-2007 Seat on Executive Board of AFSCME Local 0594 and a Steward
- 2005-2006 Member of the Milwaukee County Labor Council

## EXPERIENCE:

**2021 – Present**

**Uniting Garden Homes Inc. Milwaukee, WI.  
Executive Director**

- Leads staff, from the hiring and firing of employees to creating a strong company culture.
- Manages finances, including budgeting and approval account spending.
- Coordinates with the board of directors to report on performance and advocate for the organization.
- Oversees daily operations of the business.
- Develops fundraising for the nonprofit.
- Represents the nonprofit to the public.
- Analyzes and optimizes business strategy.

**10/2009-Present**

**Gateway to Change, LLC Milwaukee, WI  
AODA/Mental Health Clinical Director and Clinical Supervisor**

- To provide adequate counselling to adults in an alternative setting
- Give adequate updates and adjustments about clients in written and oral reports
- To provide understanding to many different situations, cultures, backgrounds and ethics of clients
- Communicates effectively with collateral contacts in case meetings, court proceedings, and in supervision.
- Document events and communicates all relevant client information to appropriate parties
- To provide adequate counselling to adults in an alternative setting one on one and groups
- Give adequate updates and adjustments about clients in written and oral reports

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- To provide understanding to many different situations, cultures, backgrounds and ethics of clients
- Apply the 12 Core Functions daily and adequately
- Facilitate Treatment related Group sessions/Discussions
- Responsible for supervising a unit of 5-10 staff. Monitoring the completion of staff assignments
- Provide recommendations and Guidance to the State, Federal and other Local agencies
- Preparing and reviewing policy directives
- Managing and directing analysis of quality improvement activities
- Preparing Performance evaluations
- Interviewing potential new hires, volunteers and Interns

**06/2021-02/2023**                      **Mental Health of America Wisconsin**      Milwaukee, WI

## **School Community Partnership for Mental Health Director and Supervisor**

- Deliver community mental health services to students who are deemed in need of such by a collaborative school process.
- Provide therapeutic services in the school, the home, or at the agency as deemed most appropriate.
- Improve communication between the school staff and community mental health providers allowing better/faster access to resources for the school staff, students, and families.
- Provide mental health awareness training to school staff, students, and families, including monthly tips for educators and parent newsletters (in both English and Spanish)
- Reduce the stigma of mental health services for children.

**09/2013-09/2017**

## **Acadia Health Grp Level III Therapist/Counselor**

Milwaukee, WI

- Assisting patients with reaching their treatment goals
- Preparing current patient progress reports and completion notices
- Providing paperwork to patients, courts, probation and parole departments and referral sources
- Maintaining accurate records to ensure compliance with all Federal and State regulations
- Coordinating and cooperating with local agencies and organizations necessary to expedite treatment for each patient.

**06/2013-09/2014**

## **Milwaukee Public Schools                      Milwaukee, WI Division of Schools Safety and Security Safety Assistant**

- Plans and implements programs and activities to reduce school violence.
- Promotes character education concepts and serves as a positive role model.
- Maintains high visibility throughout the building and grounds.
- Collaborates closely with the school resource officer (SRO).
- Coordinates program-related staff development for faculty and staff as indicated.
- Monitors student behavior and develops interventions for improvement.
- Communicates effectively with students, parents, administration, and staff.

**03/2011-06/2013**

## **Lad Lake                      Milwaukee, WI. Supervised Visitation Worker and Education Specialist**

- Transport and supervise visits at our facilities and in the community
- Provides supervised visitation by observing and documenting parent-child interactions.

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[REDACTED], Milwaukee, WI, 53224 • [REDACTED]

- Ensures a safe, neutral and secure environment.

**06/2007-12/2012 Career Youth Development Milwaukee, WI**

## **Mental Health/ AODA Counselor Special Education Teacher**

- To provide adequate counseling to children and adults in an alternative setting
- Give adequate updates and adjustments about clients in written and oral reports
- To provide understanding to many different situations, cultures, backgrounds and ethics of clients
- To provide adequate education to grades 9-12
- Prepare Individual Education Plans in a timely manner

**05/1999-10/2007 & 05/2009-06/2010 Milwaukee County DHS Milwaukee, WI**

## **Economic Support Specialist, Case Manager and Supervisor**

- Process new and recurrent application for Foodshare, Medical and ChildCare
- Maintain a caseload of 900+ Families and Interviewing clients and families
- Participate in professional development workshops and trainings regular
- Inform supervisor of case status and consult with supervisor as needed
- Collect evidence and information for cases where fraud was suspected
- Responds to inquiries from client who have received overpayment notices
- Enter overpayments into benefit recovery system.
- Inform client of procedure to request review or appeal
- Maintaining operational aspects associated with the daily administration of public assistance programs, which include Wisconsin Shares, BadgerCare Plus, Medical Assistances, FoodShare and Caretake Supplement.
- To provide understanding to many different situations, cultures, backgrounds and ethics of clients
- Required advanced expertise using the Client Assistance for Re-employment and Economic Support (CARES) system to determine eligibility
- Providing recommendations and guidance regarding Medicaid eligibility systems and policies to the division management, state, federal and local agency managers; preparing and reviewing policy directives

**01/2007-06/2008 Milwaukee Public School Milwaukee, WI.**

## **Special Education Teacher (Roosevelt Middle School of the Arts)**

- To provide adequate education to grades K-8
- Prepare Individual Education Plans in a timely manner
- To provide understanding to many different situations of students and parents

**05/1996-10/1999 Milwaukee County House of Corrections Milwaukee, WI.**

## **Corrections Officer I**

- To provide a safe and secure environment while supervising 60-70 inmates
- To orient, classify and interact with inmates to control, direct and instruct individually and or in large groups

## **Education**

**Rockford College 01/2007-12/2007 Milwaukee, WI.**

- Special Education Certificate NTEC/MTEC-ISBE Approved Alternative Certification

**Springfield College 05/2003-12/2005 Milwaukee, WI.**

- Bachelor of Science, Cum Laude - Criminal Justice

**Springfield College 12/2005-12/2007 Milwaukee, WI.**

- Master of Science, Cum Laude - Mental Health Counseling focus in AODA