

MELANIE ROBINSON FINDLAY, LICSW, CCHP-MH, CCFC

Milton, MA 02186

(617) 953-7210 (c)

E-mail: mrobfindlay@gmail.com

EDUCATION

BOSTON COLLEGE

Graduate School of Social Work
Masters in Social Work

Boston, MA

May 2009

NORTHEASTERN UNIVERSITY

College of Arts and Sciences
Bachelor of Science in Psychology
Honors: Dean's List

Boston, MA

June 2000

Activities: Legacy 2000 Mentoring Retention Program,
Minority Student Advisory Board, Delta Sigma Theta Sorority, Inc.

EXPERIENCE

BOSTON COLLEGE

Adjunct Professor

- ◆ Facilitate class on Diversity and Cross-Cultural Issues
- ◆ Facilitate meaningful discussions around diversity in clinical practice
- ◆ Provide support and guidance to students
- ◆ Collect and grade student papers and assignments
- ◆ Meet and communicate with the student when need arises
- ◆ Collaborate with faculty around delivery of class material

Boston, MA

09/18-present

SIMMONS COLLEGE

Adjunct Professor

- ◆ Facilitate class on Introduction to Social Work With Groups and Advanced Clinical Practice
- ◆ Facilitate meaningful discussions around social work group and clinical practice
- ◆ Provide support and guidance to students
- ◆ Collect and grade student papers and assignments
- ◆ Meet and communicate with the student when need arises
- ◆ Collaborate with faculty around delivery of class material

Boston, MA

01/18-present

SUFFOLK COUNTY SHERIFF'S DEPARTMENT

Director of Social Services

- ◆ Directly oversees Social Services Supervisors, Substance Abuse Treatment Supervisor, Volunteers Supervisor, Women's Programs Supervisor, case workers and support staff assigned to the Social Services Division
- ◆ Coordinates and is responsible for all activities of the Social Services Division
- ◆ Assigns tasks and supervises Social Services Division staff in order to further the mission of the Social Services Division
- ◆ Actively seeks out new programs, established contact with social services agencies, vendors, associations, groups, and professionals in order to further the policy of the Social Services division
- ◆ Develops and promulgates procedures to increase productivity, delivery of services, and efficiency of the Social Services Division

Boston, MA

09/16-12/17

- ◆ Provides long-range planning and development proposal to the General Counsel regarding all facets of the Social Services Division operations Provides for training and development of staff through conferences and weekly Social Services Division staff meetings to discuss problems with clients, courts, vendors, programs and the community, and encourages new ideas and staff participation
- ◆ Submits periodic summary reports to appropriate agencies and such other persons as directed by the Director of Institutional and Community Based Programs
- ◆ Demonstrates flexibility and ability to learn and perform new duties and skills as assigned
- ◆ Serve on Dorchester Drug Court team
- ◆ Such other duties and assignments as the Sheriff may assign

WHEELOCK COLLEGE

Boston, MA

Adjunct Professor

07/16-06/18

- ◆ Facilitate class on Multicultural Assessment and the Dynamics of Oppression and Privilege
- ◆ Facilitate meaningful discussions around culturally competent social work practice
- ◆ Provide support and guidance to students
- ◆ Collect and grade student papers and assignments
- ◆ Meet and communicate with the student if need arises

WHEELOCK COLLEGE

Boston, MA

Faculty Field Liaison

09/15-06/16

- ◆ Provide support, advocacy, and mediation, as needed, to the student in relation to the practicum for up to 15 students
- ◆ Work collaboratively with the Field Instructor and Agency Supervisor on the learning contract and selection of assignments for students
- ◆ Provide the Field Instructor with necessary information regarding students
- ◆ Meet in person at least three times per academic year together with each Field Instructor and student
- ◆ Meet additionally with the Field Instructor and/or student if need arises
- ◆ Function as Instructor for the Field Seminar course that students take concurrent with field practicum
- ◆ Collect, read and provide feedback on student Process Recordings
- ◆ Assign a student grade (Pass/Fail) following collaboration with the Field Instructor;
- ◆ Collect, read, give feedback, and submit all student-related field documentation (learning contract(s), semester-end evaluation forms) to the Director of Field Education at the end of each semester;
- ◆ Write summary statements of each student's placement information, learning contract, assignments, and performance at the end of each semester (to be submitted to the student, academic advisor, Director of Field Education, and BSW Director); Maintain open communication with court clinics and psychiatric hospitals
- ◆ Assess the overall field practicum experience provided by the agency by completing an evaluation of the practicum site at the end of the academic year

SUFFOLK COUNTY HOUSE OF CORRECTION

Boston, MA

Mental Health Director

08/12-09/16

- ◆ Manage caseload of at least 10-20 clients
- ◆ Develop and facilitate groups (Anger Management, Stress Management, Recognizing Anger)
- ◆ Provide 24 hour on call phone consultation/support for mental health related issues/crises
- ◆ Provide crisis intervention with at risk inmates/detainees
- ◆ Hold weekly, bi-weekly and monthly individual sessions with clients
- ◆ Complete intake assessments, clinical evaluations and treatment planning
- ◆ Supervise MH team comprised of 10 clinicians, 2 interns, 2 discharge planners, 3 psychiatric providers
- ◆ Facilitate daily clinical team meeting
- ◆ Provide weekly supervision for clinicians and interns
- ◆ Provide information re: MH services during female and male orientation
- ◆ Maintain open communication with court clinics and psychiatric hospitals
- ◆ Attend and contribute to case management meetings with other disciplines
- ◆ Serve as the PREA liaison with the Department of Mental Health
- ◆ Facilitate contact with ICE, security and correctional staff in regards to inmate/detainee care

- ◆ Sit on re-integration panel for inmates and detainees being released from the facility
- ◆ Collaborate with Department of Mental Health in regards to discharge planning
- ◆ Facilitate collateral contact with community providers in regards to services and discharge planning

SUFFOLK COUNTY HOUSE OF CORRECTION

Boston, MA

Mental Health Clinician

08/09-08/12

- ◆ Handled caseload of 90-100 clients
- ◆ Held weekly and bi-weekly individual sessions with clients
- ◆ Replied to sick slips submitted by inmates/detainees
- ◆ Developed and facilitated groups (Anger Management, Stress Management, Recognizing Anger)
- ◆ Completed intake assessments, clinical evaluations and treatment planning
- ◆ Assumed role of crisis clinician twice per week
- ◆ Attended and contributed to case management meetings with clinical team
- ◆ Facilitated contact with security and correctional staff in regards to inmate/detainee care
- ◆ Facilitated collateral contact with community providers in regards to services and discharge planning

CODMAN SQUARE HEALTH CENTER

Boston, MA

Behavioral Health Clinician

10/09-present

- ◆ Handle caseload of up to 15 clients
- ◆ Hold weekly individual sessions with clients
- ◆ Hold biweekly and monthly couple and family sessions with clients
- ◆ Develop and facilitate anger management group
- ◆ Maintain communication with probation officers around anger management group compliance
- ◆ Complete clinical evaluation and treatment planning
- ◆ Attend case management meetings with clinical team
- ◆ Facilitate collateral contact in regards to case management

DOTWELL-ASOST

Boston, MA

Behavioral Health Consultant

5/09-6/09

- ◆ Developed behavioral health component of after school program for three schools
- ◆ Provided clinical support to Behavioral Specialists at each school
- ◆ Designed behavioral health curriculum for three schools
- ◆ Collaborated construction of a behavioral health resource binder for parents
- ◆ Revised after school behavioral plans and contracts for three schools

CODMAN SQUARE HEALTH CENTER

Boston, MA

Clinical Intern

9/08-5/09

- ◆ Handled caseload of 11 clients
- ◆ Held weekly individual sessions with clients
- ◆ Held monthly couple and family sessions with clients
- ◆ Developed and co-facilitated stress management group
- ◆ Completed clinical evaluation and treatment planning
- ◆ Assumed role of on call clinician for emergencies
- ◆ Attended case management meetings with clinical team
- ◆ Facilitated collateral contact in regards to case management

PLYMOUTH HOUSE OF CORRECTION

Plymouth, MA

Plymouth Juvenile Secure Unit Clinical Intern

1/08-7/08

- ◆ Handled caseload of four juvenile offenders
- ◆ Held weekly individual sessions with each of the four clients
- ◆ Developed and co-facilitated groups
- ◆ Completed resident intake
- ◆ Held case management meetings with clinical team
- ◆ Collaborated with staff in regards to case management

PILGRIM CENTER FOR BOYS

Braintree, MA

Clinical Intern

9/05-12/05

- ◆Handled caseload of four adolescent boys
- ◆Assisted clients with developing and enhancing life skills
- ◆Developed and facilitated Family group
- ◆Observed Sexual Behavior Group
- ◆Held case management meetings with clinical team and client clinicians

VINFEN

Boston, MA

Program Director

8/04-8/05

- ◆Direct one high intensity and two moderate intensity residences
- ◆Assist clients with developing life skills
- ◆Develop and implement client treatment plans for three programs
- ◆Supervise three managers and sixteen staff members
- ◆Manage budget and administrative responsibilities of three programs

VINFEN

Boston, MA

Assistant Program Director

10/02-8/04

- ◆Assist clients with developing life skills
- ◆Develop and implement client treatment plans
- ◆Supervise staff of eight
- ◆Manage budget and administrative responsibilities of the program

VINFEN

Boston, MA

Site Manager

2/02-10/02

- ◆Assist clients with developing life skills
- ◆Develop and implement client treatment plans
- ◆Supervise staff of five
- ◆Manage budget and administrative responsibilities of the program

VINFEN

Boston, MA

Direct Care Counselor

1/01-2/02

- ◆Assist clients with developing life skills
- ◆Provide resources that aid in successful community integration
- ◆Meet with clients weekly to discuss goals and need areas
- ◆Maintain consistent contact with clients' clinical team
- ◆Develop and implement client treatment plans
- ◆Administer medications as well as maintain client medication files

COMMUNITIES FOR PEOPLE, INC.

Cambridge, MA

Direct Care Counselor

3/97-11/97

- ◆Provided a structured environment for children 12-17 in DSS custody
- ◆Acted as a support system and caregiver

SPECIAL SKILLS/INTERESTS: Interests include Forensic Social Work, Individual, Couples and Family Therapy, Group Therapy, Writing, Facilitating Workshops, Conference Presentations

CERTIFICATIONS: Licensed Independent Clinical Social Worker, Certified Correctional Health Practitioner-Mental Health, Certified Clinical Forensic Counselor, Massachusetts Child & Adolescent Needs & Strengths (CANS) certified

BOARD MEMBERSHIPS: Chair of the Board of Registration of Social Workers, Boston College Graduate School of Social Work Alumni Association Board