

Curriculum Vitae
Dawn Harbin, Ph.D., LPC-S, LPC, NCC
302 North Street
Anderson, SC 29203
(C) 864-934-7445
dawn.harbin@uhsinc.com / dawn.harbin@gmail.com

Education

Walden University

Ph.D. in Clinical Psychology

September 2010 – May 2020

**Ph.D. Intern G. Werber Bryan Psychiatric Hospital,
Morris Village Drug and Alcohol Treatment Hospital**

Dec 2013- May 2015

Psychological testing, IQ assessment, disability assessment, individual therapy, group psychotherapy, supervise master level interns, crisis intervention, master treatment plans construction, diagnosing, medical chart documentation, and treatment team

Dissertation Topic: *Older Adult Female's Resiliency: A Qualitative Study on Family Support*

GPA: 3.8

Golden Key Honor Society

Psi Chi Honor Society

The National Society of Leadership and Success Member

Webster University

July 2009

MA, Mental Health Counseling

Anderson University

May 2007

BA, Human Services and Resources

Carolina Center for Behavioral Health

Director, Outpatient Services

July 2021 - Present

- Possible exposure to psychiatric patients who may exhibit violent/aggressive behavior; potential exposure to communicable diseases, blood/body fluids and other hazardous waste. Ability to exercise self-control in potentially volatile situation such as being verbally or physically confronted in a threatening or aggressive manner. Must be able to work and concentrate amidst distractions such as noise, conversation, and foot traffic. Ability to handle interruptions often and be able to move from one task to another. Must be flexible and not easily frustrated in dealing with differences of opinions. Able to assist in patient restraints and seclusions.
- Skill in comprehension, psychological evaluation, assessment, and treatment planning.
- Able to provide therapeutic support involving both individual and group therapy.
- Skill in written and oral communication.
- Knowledgeable in the growth, development, and emotional needs of children, adolescents, as well as the specialized emotional needs of adult patients.
- Basic organizational, problem-solving and leadership skills.
- Knowledge of basic marketing strategies, including skill in public speaking.
- Able to build relationships with referral sources and able to maintain open communication with the Business Development team.
- Monthly and quarterly reports for outpatient numbers presented to Medical Team 1 x a month

- Assist in meeting all Outpatient program goals and PHP goals for admissions on a monthly basis.
- Assist Business Development team in problem solving and resolving complaints from referral sources.
- Maintain consistent communication with Assessment department and inpatient units regarding potential admissions.
- Knowledge of standards of ethical and quality care, confidentiality, and adherence to regulatory requirements. Skilled In Virtual therapy for individual and groups
- Ability to maintain therapeutic posture with patients who are in various stages of emotional stability.
- Ability to maintain self-control in volatile or hostile situations.
- Able to keep patient and hospital information confidential.
- Oversee FTE staffing plan and the effective management of resources.
- Completes in a timely manner all required annual mandatory training, CPR, and Handle with Care and Verbal De-escalation training.
- Ensures PHP staff completes in a timely manner all required annual mandatory training, CPR, and Handle with Care and Verbal De-escalation training.
- Completes PHP documentation, reporting and record keeping in a timely manner.
- Provide Administrative Supervision for all Intensive Outpatient Treatment Staff; PHP, IOP, Adol (PHP and IOP) and Chemical Dependency IOP Treatment Staff (CD-IOP) plus Suboxone.
- Treat everyone as a guest by making a good first impression, anticipating needs and displaying service recovery skills.
- Demonstrate professionalism and excellence by looking professional, being accountable for actions and delivering excellence in our everyday work.
- Practice teamwork by participating in decision-making and process improvement, communicating effectively, and focusing on the problem/issue, not the person.
- Mentor Interns from local colleges and LPC associates for their licensure.

IOP Coordinator, Ph.D., Licensed /Therapist, National Certified Counselor, LPC Supervisor *June 2018-July 2021*

- Prepare for groups – run meditations, educational materials
- Conduct groups
- Write group notes
- Call no-shows
- Complete disability paperwork – which could include writing letters, completing forms, contacting disability case managers, contacting employers, completing forms/writing letters for patient’s return to work. Some patients require contact with multiple companies/people
- Update patient list
- Complete census report
- Deescalate patients in crisis
- Review cases and assist in making decisions with staff on possible steps up
- Review admissions information with admits
- Put charts together
- Complete admissions documentation – suicide risk assessment, outpatient summary list, integrated summary, treatment plan
- Review treatment plans with patients
- Review treatment plan updates with patients

- Review discharge information with patients discharging from the program
- Fax discharge information to follow up providers
- Conduct family sessions
- Sign off on discharges (in Medical Records)
- Supervise interns (includes teaching/modeling tasks, conducting regular supervision meetings, signing off paperwork, meeting with field liaison, completing evaluations)
- Supervise staff (monthly meetings)
- Meet with other IOP staff and UR to address clinical concerns and insurance issues
- Conduct family contacts for direct admissions
- Meet with patients one-on-one as needed
- Complete paperwork and contact appropriate departments/staff when stepping someone up
- Visit referral sources to improve communications and ease of referrals for aftercare
- Consistently build IOP program to ensure hospital growth and revenue

All About Change

Sept 2017 –June 2018

- Conduct trauma assessments on children and adults with a mental illness who may or may not be involved in an adoption situation or who have been otherwise traumatized
- Preparing individual treatment plans with measurable goals and objectives
- Provide treatment in an office setting or in the home
- Consultations as needed with treatment teams
- Work with the schools, DSS, DJJ, Vocational Rehabilitation, and law enforcement
- Extensive research of current mental health practices

Greater Outreach Services Clinician

June 2017 – April 2018

- Conduct assessments, Individual Counseling, Group Therapy
- Preparing individual treatment plans with measurable goals and objectives
- Consultations as needed with treatment teams
- Extensive research of current mental health practices
- Assessment referrals with documentation
- Case documentation including patient progress and management reporting

Remington College Psychology Instructor

July 2015 – August 2017

Strong ability to organize and present material on psychological history to include theorists and their theories. Exposes students to past experiments and their relevance to understanding the human mind. Presents psychology terms and breaks down material for easy understanding and allows the students to learn to connect this information in their day-to-day work situations. Presents an understanding of how individual personalities differ to include mental illnesses. Has strong ability and background to presents and explains different mental illnesses and explores treatment options using the DSM-V as a teaching tool. Proficient in teaching career development to include resumes, job applications and interviewing skills. Highly enthusiastic and creative in presentation of material with excellent time management skills combined with a compassion for teaching and a willingness to listen and engage students in the education process. Proficient in Blackboard, Moodle and Engrade

online teaching and grading tools. Office hours for tutoring in psychology, Excel, Word, grammar, and APA style citations and references.

Relevant Professional Experience:

Director/Supervisor/Licensed Supervisor/Therapist/Mental Health Professional

Compassionate, hardworking, and dedicated mental health professional with the ability to work with patients from diverse backgrounds with a variety of conditions and circumstances. Highly enthusiastic self-starter with excellent team leadership and management abilities. Core competencies include:

- Skilled in the assessment and treatment of behavioral and affective disorders
- Strong communication, presentation, organization, and time management skills as well as the ability to prioritize tasks and meet deadlines.
- Ability to analyze situations rapidly, reliable, resourceful, remains calm under pressure, knowledgeable in de-escalation techniques.
- Excellent knowledge of principals, methods, and procedures for diagnosis, treatment, and rehabilitation of mental dysfunctions and career counseling and guidance.

SC Department of Mental Health, Greenville, South Carolina Supervisor/Mental Health Counselor, MA, LPC, NCC, NBCC

February 2007 – December 2013

Supervise Senior Adult Services department at Greenville Mental Health Center which provides services for the over 62 populations. Vast experience in evaluating cases, preparing treatment plans, coordinating different service groups, and working in collaboration with health professionals to treat clients. Key responsibilities include:

- Individual Counseling, Assessment, Group Therapy for critically mentally ill clients
- Preparing individual treatment plans with measurable goals and objectives
- Consultations with psychiatrists
- Assessment for CRS Department referrals
- Case documentation including patient progress and management reporting
- Advanced skills in commitments
- TLC Emergency on call staff
- Consulting with multi disciplinary treatment team
- Extensive research of current mental health practices
- Supervision of Master level interns
- Research online with Dartmouth and Johnson and Johnson and University of Kansas

Other Experience:

Precision Industries @ Robert Bosch Corporation Expediter of Indirect Materials

November 2005 to February 2007

Track critical parts for the plant and provide support for the buyers and planners. Ensure indirect materials arrive on time at a current rate of 92 % success.

Allied Security @ Robert Bosch Corporation Receptionist/Master Security Officer

April 2003 - November 2005

Provide corporate customer service, process new hires/co-ops, assist personnel, safety and all departments as needed. Supervisor over one employee. Process security badges, parking decals, lockers, sale of all theatre/theme park tickets, money audits and company vehicles. *Guard of the Year for the State of South Carolina for 2003.*

National Upholstery Company

May 2001- July 2002

Business Manager

Responsible for daily operations of the company to include marketing, public relations, customer service and ordering of materials. Developed the company's clientele by working closely with suppliers and developing relationships with customers and improving the overall customer satisfaction.

Served on the 50th Anniversary of the Anderson Chamber of Commerce Committee.

June's Bridal Shoppe

November 1999 – April 2001

Marketing, Buyer and Sales Associate

Industrial Metal Processing

July 1989 – June 1993

Workers Compensation Specialist

Workers Compensation, Health Insurance, Receptionist, Hourly Payroll, Employee Benefits Coordinator/Human Resources Assistant.

United States Marine Corps

May 1977 – December 1985

Recruiter - Staff Sergeant

Professional Memberships/Affiliations

Consulting with other UHS locations to guide when starting new programs July 2021 – Present
Published article in Journal of Substance Abuse & Alcoholism on Excuses Substance abusers use September 2020
Upstate Veterans Alliance Network Panel Member March 2021
Licensed Professional Counselor Supervisor April 2021
Key note speaker "Resilience" webinar for the Carolina Center for Behavioral Health to Greenville County Court System Employees July 2020
Key note speaker "Resilience" webinar for the Carolina Center for Behavioral Health to mental health professionals July 2020
Licensed Professional Counselor Supervisor Candidate August 2020
Research project at Morris Village; *Exploration of Reasons for Substance Use With Addicts* Published October 2020
Supervise College Level Interns at The Carolina Center for Behavioral Health Jan 2019 - present
Teaching Assistant Walden University AYR 3 Dec 2012
Assisted with Carnitine Study finding participants at Greenville Mental Health Center April 2012
Member of Grant Project/Research with IPS with Dartmouth Psychiatric Research Center and Johnson and Johnson Learning Collaborative, 2012
Supervise Master Level Interns, Greenville Mental Health 2011-2012
Professional Consultant Mental Health America, 2010-2013
South Carolina Licensed Professional Counselor, 2012-present
National Board of Certified Counselors, National Certified Counselor 2013-present
Member, American Psychological Association

Member, American Counseling Association
Member, Lieutenant Governor's Council on Aging; Appalachian Council
GMHC Morale Committee Chairperson 2008-2009
Member Art Committee GMHC 2010-2012
Anderson University Women's Council Board Member, elected 2007
High School Student Mentor, T. L. Hanna High School 2005
Seamstress Volunteer for Cinderella Project -2006
Opened Project Linus Chapter of Anderson County 2003; Chapter Coordinator since 2003

Awards/Special Recognition

Patient Advocate for Outpatient Services February 2021
Gold Key Employee of the Month for February 2021
Secretary of State Angel Award recipient for South Carolina Project Linus November 2014
Give an Hour Counselor for VA August 2013-present
Selected one of Anderson's Most Intriguing Women 2013
Psi Chi Honor Society 2012
Hands On Greenville, Martin Luther King Day of Service with Project Linus, 2011, Greenville, S.C.
Winning team member AYR 1 Challenge Bowl, Walden University 2011 Residency
Featured speaker Mental Health America Faith in Leadership Conference since 2010
Nominated for Greenville Mental Health Center 2009 Employee of the Year
Featured graduate on Anderson University Alumni E-Newsletter July 2007
Anderson University Women's Leadership Council Board Member
Anderson University Women's Council Leadership Scholarship Recipient 2006
Abney Foundation Scholarship Recipient 2005