

CURRICULUM VITAE

JOSE ORTIZ

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EDUCATION

Graduated, 1999 Multicultural Training and Research Institute Temple University

Licensed Alcohol and Drug Counselor (LADC)

Graduated, 1992 Connecticut Executive Management (CEM) program

M.S. Community Mental Health, 1999 Trinity College of Vermont, Burlington

M.B.A. Management, 1988 Sacred Heart University of Bridgeport, Connecticut

B.A. Psychology, 1982 Charter Oak College of Hartford, Connecticut

BUSINESS EXPERIENCE

5/1997 – Present **Department of Mental Health and Addiction Services (DMHAS), Connecticut**
Director, Office of Multicultural Affairs (OMA)

- Direct, develop and administer a statewide initiative to ensure underserved populations receive culturally and linguistically competent services
- Direct the staff and operations of OMA
- Lead the initiative to eliminate health disparities within the DMHAS system of care
- Chair the Multicultural Advisory Council
- Oversee the design, development, implementation and evaluation of substance abuse and mental health culture-specific training programs, initiatives and projects for all agency direct care staff and agency contracted providers
- Advise executive management on agency-wide policy, short and long term funding, changes, priorities and equity of agency disbursements
- Represent the Commissioner on statewide task forces, councils and external regulatory agencies;
- Lead statewide processes to implement service system enhancements or modifications designed to improve services to underserved populations
- Design client satisfaction instruments and other tools to assess relevance and appropriateness of services clients receive and cultural competence of caregivers
- Develop and make recommendations to the Commissioner on policy issues impacting service delivery needs of underserved populations
- Provide consultative and technical services to all agency and contracted service providers, including the development of cultural competence plans and multicultural competence programs
- Develop and implement mechanisms to increase flow of information related to multicultural issues and activities
- Serve as liaison to human resource, affirmative action, and education and training professionals on recruitment and retention matters
- Prepare or assist in the preparation of program budget
- Develop mechanisms to ensure community participation in developing services to minorities
- Design, conduct, and respond to appropriate surveys
- Initiate and participate in research projects in related areas

1993 – 1997 **Department of Public Health and Addiction Services (DPHAS), Connecticut**
Director, Program Monitoring and Fiscal Review

- Direct the staff and operations of the Program Monitoring and Fiscal Review section of DPHAS's central administrative office
- Responsible for program evaluation, monitoring and fiscal review of grants and contracts awarded to over 133 funded substance abuse programs
- Coordinate both fiscal and auditing and programmatic monitoring of grants and contracts; formulate program goals and objectives
- Develop policy, interpret and administer funding regulations and pertinent laws

1991 -1993 State of Connecticut Department of Income Maintenance (DIM)

Executive Assistant

- Responsible for performing all duties and responsibilities as assigned by the Commissioner of the DIM
- Represent the Commissioner and the department at meetings and conferences
- Coordinate special projects with the department
- Provide support and direction in the absence of the Commissioner
- Address miscellaneous issues including services, operations, and legislation

1989 – 1996 Guenster Rehabilitation Center, Connecticut

Substance Abuse Counselor

- Responsible for assessment interviewing for treatment planning
- Psychosocial assessment
- Treatment planning
- Family/individual/group counseling
- Aftercare planning
- Case management
- Conduct seminars on various subjects related to substance abuse

1985 – 1991 City of Bridgeport, Welfare Department, Connecticut

Assistant Director of Welfare

- Responsible for overall administration of Workfare Division
- Supervise staff
- Monitor attendance and evaluate job performance
- Hire new employees
- Interpret and implement state policies and procedures
- Represent the department at meetings and conferences
- Compile performance statistics and submit reports to senior management
- Develop counseling interventions for workfare clients
- Implement treatment alternatives for substance abusing workfare clients
- Assist in preparation of agency budget
- Monitor and evaluate operations of more than 250 area programs and worksites
- Conduct community workshops and seminars on welfare and substance abuse
- Provide substance abuse training to welfare staff

1983 – 1985 City of Bridgeport, Welfare Department, Connecticut

Social Worker

- Responsible for an assigned caseload.
- Interview clients to determine initial and continuing eligibility in the program
- Authorize and decline assistance
- Refer clients to workfare assignments
- Monitor clients' participation
- Take corrective action as required

OTHER RELATED WORK EXPERIENCE

United Way (COOP Program), Counselor

- Interview and evaluate inmates with substance abuse history for mainstream re-entry
- Visit state institutions, homes, and other settings in which clients were housed (i.e. shelters, halfway houses, drug programs, etc.)
- Assist in areas of employment, housing, and education
- Provide interim counseling to substance abusers
- Conduct group counseling and educational seminars on drug abuse and its consequences

W.E.E., Inc., Community Business Coordinator

- Responsible for supervision of staff
- Assist local merchants of the Hispanic community in areas of accounting, marketing, and advertising

N.O.W., Inc. Director

- Responsible for all outreach functions of the Hispanic Social Office with surrounding agencies, programs, and organizations

SKILLS

- Fluent in English/Spanish
- Excellent verbal and written communication skills
- Proficient in Microsoft Office software products
- Keynote Speaker – *Multicultural Change Process*
- Training – *Latino Culture*

ASSOCIATIONS AND MEMBERSHIPS

CASA, Inc., Board of Directors, Chair

Minority Committee on Substance Abuse, Member

Greater Bridgeport Adolescent Pregnancy Program, Board Member

Alcohol and Drug Policy Council, Member

New England Institute of Addiction Studies, Board Member and Secretary

Connecticut Multicultural Health Partnership, Member

Commission on Health Equity, Member

PUBLICATION

Culture and Clinical Practice: Recommendations for Working with Puerto Ricans and Other Latinos (as) in the United States.