

Karla R. Tolbert

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Summary

Dedicated Licensed Professional Clinical Counselor Supervisor driven to train future counselors and to help clients overcome personal obstacles. Resourceful experience of almost 10 years diagnosing issues and cultivating personalized treatment plans. Comfortable working either autonomously or in team-based setting to resolve issues.

Skills

- Family counseling
- Couples counseling
- Leadership
- Research
- Teaching and training
- Mature
- Culturally competent
- Inspirational

Experience

01/2022 – present

Licensed Clinical Professional Counselor Supervisor, **Living Hope Counseling Services**

Train and supervise counseling interns

Counsel clients to help them to overcome personal, social and behavioral issues

Teach and train clients and interns in mindfulness theory and technique

Assist with the day-to-day operations of a non-profit mental health practice

11/2017 – 12/2021

Licensed Clinical Professional Counselor, **Compass Point Counseling Services**, Fairfield, OH

- Counsel clients to help each understand and overcome personal, social and behavioral problems.
- Collect information necessary for psychological diagnosis by interviewing, observing and surveying patients.
- Develop individual courses of treatment for each client by evaluating goals, mental health and practical conditions.
- Provide individual, family, marital and couple therapy sessions.
- Write comprehensive goals and patient treatment plans.
- Evaluate clients' interests, abilities and needs alongside clinical presentations to develop targeted treatment plans.
- Complete detailed documentation of sessions, patient notes and recommendations.

10/2015 - 06/2019

Licensed Professional Counselor/Therapist, **South Community Behavior Health Inc**, Moraine, OH

- Provided family therapy for at-risk youth and their families to overcome adolescent behavior problems including substance abuse.
- Collaborated with Montgomery Juvenile Justice System providing therapy and other services for referred youth.

- Trained families to modify dysfunctional family communication, negotiate effectively and set clear boundaries.
- Demonstrated sensitivity and competence in treating patients from diverse backgrounds.
- Collaborated closely with treatment team to appropriately coordinate client care services.
- Documented service plans, treatment reports and progress notes.

02/2013 - 06/2015

Academic Advisor/Disability Coordinator, **Brown Mackie College Corporate Staff** -, Cincinnati, OH

- Counseled students to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- Assisted students in finding resources for housing, financial assistance, transportation and childcare.
- Analyzed information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for student disability services.
- Presented students with information and resources to promote academic progress and empowered students to take responsibility for academic success.
- Scheduled meetings with at-risk students to discuss methods for improving grades and bolstering learning opportunities.

01/2011 - 10/2012

Clinical Dependence Counselor, **Community Behavioral Health Center**, Hamilton, OH

- Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
- Conduct chemical dependency program orientation sessions.
- Led supportive group discussions and education sessions with alcohol and drug users and families.

01/2010 - 01/2011

Resident Assistant, **Sojourners Recovery Services**, Hamilton, OH

- Enforced rules and regulations to ensure the smooth and orderly operation of residential treatment dormitories.
- Completed and maintain accurate records or reports regarding the clients' daily activities, progress, services provided, or other required information.
- Distributed and monitor the consumption of client medication

08/1998 - 05/2009

Secondary Education Teacher, **Cincinnati Public Schools**, Cincinnati, OH

- Instructed through lectures, discussions, and demonstrations in the subject of social studies.
- Adapted teaching methods and instructional materials to meet students' varying needs and interests.
- Established and enforce rules for behavior and procedures for maintaining order among students.
- Monitored student growth and academic process.
- Conferred with parents and administration about student progress.

- Assessed student performance, behavior and social development and devised improvement strategies for struggling children.

Education and Training

PhD., **Doctor of Psychology**
Northcentral University, San Diego, CA

05/2012

Master of Arts, Counseling
Cincinnati Christian University, Cincinnati, OH

05/1998

Bachelor of Arts, History
University of Cincinnati, Cincinnati, OH

Certifications

- **Licensure- Licensed Professional Clinical Counselor with Supervisor designation #E.1800699**

Relevant Work Experience

Jazzercise Inc., Cincinnati, OH

Fitness Instructor, Jan 2012 – present

- Plan routines, choose appropriate music, and choose different movements for each set of muscles, depending on participants' capabilities and limitations.
- Observe participants and inform them of corrective measures necessary for skill improvement.
- Encourage and inspire participants to improve their physical and mental well-being through dance and exercise.