





**City of Annapolis**  
Office of the Mayor  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • www.annapolis.gov  
Deaf, hard of hearing or speech disability - use MD Relay or 711

### Boards and Commissions Application

**Personal information**

Name Catherine Simmons-Jones  
Address 45 BRIDE CR  
City Annapolis ST md Zip 21401  
Phone Home 410-949-7895 Other \_\_\_\_\_  
E-mail Csimmsj@aol.com

**Statement of interest - Why should you be appointed to this board/commission?**

*I FEEL THAT NEW IDEAS ARE NEEDED TO ENSURE  
THE PEOPLE VOICES OF THE CITY ARE BEING  
CONSIDERED.*

Are you a resident of the City of Annapolis?  Yes  No

Are you an employee of the City of Annapolis?  Yes  No

If yes, please state your job title, department & duties

Do you do business with the City of Annapolis?  Yes  No

If yes, please detail

*CITY TAXES, UTILITY BILL, SHOPPING*

Are you currently serving on any city boards or commissions?  Yes  No

If yes, please list board(s)

Work experience (titles and duties)

SEE RESUME

Educational background (certificates, diplomas, degrees, seminars, etc)

MASTER OF HUMAN SERVICES 2006  
CERTIFIED PREVENTION PROFESSIONAL

SEE RESUME

Other experience (volunteer experience, memberships etc)

MEMBER WARD Boundary Commission term expired  
Volunteer at DSS Family Support ctr. Anna. Md. 2011  
Democratic Central Committee

References

Name Kristin Stanton Phone 443-926-3311  
Address 2 Lincoln Pkwy Annapolis, Md. 21401  
Name Lynn Ruck's Phone 410-869-7033  
Address 930 Spaw Rd. Annapolis, Md. 21401  
Name CLASSIE HOYLE Phone 443-949-7755  
Address Forest Dr. Annapolis, Md. 21401

Appointees are subject to the provisions of the City of Annapolis Ethics Code, Annapolis City Code Ch. 2.08. Appointees are strongly encouraged to review this Code and contact the City of Annapolis Office of Law and/or City of Annapolis Ethics Commission with all inquiries.

Signature Catherine Sumner Jones Date 3-25-13

E-mail electronically completed form to Hilary Roggio Raftovich at hrraftovich@annapolis.gov. Paper copies may be faxed to 410-216-8284 or mailed to the Mayor's Office address above, attention Boards and Commissions Coordinator.

**Catherine Simmons-Jones, MHS, CPP, CSC-AD**  
**45 Belle Ct.**  
**Annapolis, Md. 21401**  
**443.949.7895/ Cell 443.254.3726**

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**Education**

**Master of Human Services**  
**Lincoln University- 2006**  
**Lincoln University, Pa.**

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**Professional Profile**

**Facilitate drug/alcohol education; prevention and anger management. Develop strategic program planning and marketing with vendors at treatment programs. Provide consultant services and public speaking for various organizations.**

**Glass Health Programs/ IHAS Baltimore, Md. 4.09 to present**  
**Behavioral Mental Health Addiction Clinician**

**-Assess youths according to the ASAM criteria for substance abuse; group/individual counseling; crisis intervention; coordinating placement for treatment with the probation officer. Teaching Substance abuse classes alcohol and drug education to the DJS staff members. Attend the individual educational plan meetings for the youth; in addition with the teachers, probation officer and parents. Coordinate with vendors at various treatment programs. Coordinate tests for youth on the problem oriented screening instrument for teenagers (POSIT).**

**A Helping Hand Health Services Baltimore, Md. 09.08 - 10.09**  
**Clinician/Counselor**

**-Conduct individual counseling sessions with clients in the methadone maintenance program. Monitor client's treatment and recovery process; develop treatment plans according to the client's specific issues. Providing resources and referrals to the client's other services. A discharge summary is completed for the client; addition, coordinated with vendors linking clients into treatment programs.**

**Gaudenzia- Baltimore, Md. 11.05.07 - 06.08**

**Program Director/Supervisor**

**-Responsible for a budget of two units women long-term/women with children. Supervise counselors; prevention specialist supervisor and nursery staff members. Provide the safety of clients and children. Recruit outside resources to provide the best quality of services for the clients. Conduct individual and group counseling therapy sessions of didactic lectures on drugs; alcohol education and relapse prevention.**

**Partners in Recovery-Baltimore, Md. 10.01 - 04.07**

**Adolescent Addiction Coordinator**

**-Coordinate intake and assessments for adolescents and adults that was referred by the courts and Juvenile Justice Administration. Diagnose clients according to the ASAM-PPC-R2 and DSM-IV criteria. Facilitate group/individual therapy sessions and didactic lectures on drug and alcohol education and prevention. Facilitate presentations for various organizations. Coordinate problem oriented screening instrument for teenagers (POSIT).**

**ADPM-Annapolis, Md. 02.02 - 08.05**

**Addiction Counselor**

**-Coordinated DWI/DUI substance abuse education groups; individual counseling; and anger management sessions for domestic violence clients. Coordinate random urinalysis tests monthly. Complete progress notes; monthly notes; and discharge summaries. Submit reports to the courts, probation officers, and attorneys.**

**Dept. of Juvenile Justice-Cheltenham, Md. 08.86 - 07.01**

**Supervisor of Group Living**

**-Supervised 10-16 staff members; trained new employees; interviewed new candidates. Programs and procedures developed for adolescent/ staff members; evaluations for staff members. Crisis intervention counseling, individual/group counseling. Team meetings were conducted on updated policies and procedures.**

**Motor Vehicle Administration-Glen Burnie, Md. 02.71 - 08.86**

**Cashier/Typist Clerk**

**-Daily deposits; intake of cash; checks; issuing driver's license; filing and typing  
- Promotional transfer**

**Highlights**

**3-C-Project CEO Prevention/Intervention Services**

**Founder of "SAFE" program: Saving adolescents for empowerment**

**Mentor for African-American Girls at Asbury United Methodist Church**

**Certified Prevention Professional**

**Certified Addiction Counselor**

**Graduate Professional Counseling Certificate**

**Co-Occurring Disorder Specialty Certificate**

**Domestic Violence Certificate**

**Trauma Certificate**

**Author**

**References upon request**