

MARGARET B. RIZZO



EXPERIENCE

October 1991
to present

JSAS HealthCare, Inc. (*formerly Jersey Shore Addiction Services*)
Neptune, New Jersey

October 2017
to present

Executive Director

- Designated Chief Executive Officer
- Designated Program Sponsor
- Budget, plan and implement protocols for overall clinic operations
- Reports to the Board of Trustees
- Develops agency contracts, budgets and grants

January 1999
to October 2017

Administrative Director

- Member of Senior Management Team
- Supervised and evaluates all computer operations
- Designated on-site Network Administrator
- Human Resources Manager and Benefits Coordinator
- Designated Corporate Compliance and HIPAA Compliance Officer
- Designated Corporate Treasurer and Chief Financial Officer
- Designated CARF accreditation survey point person
- Developed and implemented agency policies and procedures to meet licensure requirements and accreditation standards

September 1995
to January 1999

Management Information Systems Supervisor

- Hired, supervised and performed evaluations on all administrative staff
- Coordinated and assisted in grant application and quarterly report preparation
- Integrated computer software into agency manual systems
- Developed/updated related computer manuals
- Trained staff on all new computer applications

October 1991 to
September 1995

Executive Assistant

- Assisted Executive Director and Assistant Director with day-to-day operations of agency
- Supervised computer operations and staff
- Developed and updated *Services Information Manual, Computer Operations Manual*, and computer and office-related policies and procedures

EDUCATION

November 2008
to 2010

Thomas Edison State College
Trenton, New Jersey
Human Resources/Management

September 1994
to December 1995

University College, Rutgers University
New Brunswick, New Jersey
Business Administration/Management Information Systems

September 1985
to May 1993

Ocean County College
Toms River, New Jersey
A.A.S. Degree - Office Systems Technology

CERTIFICATIONS

2008

NJ Election Law Enforcement Commission
Organizational Treasurer (Political Party Committee)
Treasurer Identification Number: PPC0800110

2000 to present

American Heart Association
Basic Life Saving for HealthCare Providers (CPR and AED Certified)

MEMBERSHIPS

2017 to present

New Jersey Board Delegate, American Association for the Treatment of Opioid Dependence (AATOD)

2017 to present

Treasurer, New Jersey Association for the Treatment of Opioid Dependence (NJATOD)

2013 to present

Chairperson, Monmouth County Office of Addiction Services, Treatment Planning Committee

2012 to present

Member, Monmouth County Board of Alcohol and Drug Abuse, Professional Advisory Committee

2008 to 2011

Treasurer, One Pine Beach (Political Party Committee)

2007 to 2010

Committee Member, Monmouth County MAPP (Tobacco, Drugs and Alcohol)