

ROBERT SMITH

Developmental Specialist/Analyst

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Interested in working a responsible, challenging, and professional position in which can apply the skills, education, and experience that have incorporated from college and previous employer's.

EXPERIENCE

Developmental Specialist/Analyst

Monarch - JANUARY 2016 - 2019

- Assess each person receiving services for their hopes, dreams, and desires and provide supports that facilitate achievement.
- Ensure that the rights of each person receiving services are protected.
- Assist person receiving services with developing advocacy skills, participating in advocacy efforts and utilizing personal advocates.
- Supervise, educate and monitor all people receiving services while attending the workshop.
- Educate people receiving services on required work procedures, facility rules, policy practices, and their rights.
- Assist with maintaining all necessary records, daily attendance, check sheets, etc.
- Facilitate person-centered, effective, positive relationships with all persons receiving services utilizing positive approaches.

Developmental Specialist

ABC Corporation - 2014 - 2016

- Responsible for improving the self-confidence independence and daily living skills of persons with disabilities in a day center atmosphere.
- Attending all annuals, setting up hours, budgets, and goals for clients.
- Responsible for checking the daily tracking sheets of staff and inputting them into a computer system known as GAT.
- Responsible for the well-being of six staff and forty-eight clients.
- Training staff on High Risk Plans, ISPs and holding monthly in services.
- Responsible for the hiring and training of new staff.
- Helping with the regular maintenance of the building..

EDUCATION

- Master's of Science in Psychology - (University of Phoenix)

SKILLS

Microsoft Excel, Desktop Publisher, Typing 55 Wpm.