

ROBERT SMITH

Jr. Family Service Advocate

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SUMMARY

Service-focused professional, with a strong commitment to serving the needs of disadvantaged youth, adults, emancipated youth, and special-needs populations. Building community support, key coalitions and strategic interagency partnerships. Backed by solid credentials, and equal strengths in program, personnel and case management.

SKILLS

Data Management, Case Management.

WORK EXPERIENCE

Jr. Family Service Advocate

Texas Migrant Council Headstart - 2002 – 2003

- Provided case management support services to assigned families.
- Performed a variety of outreach activities and recruit eligible children and families for the Head Start program.
- Prepare and deliver informational presentations, meet with community agencies and staff to promote involvement in the program.
- Initiated and facilitated the enrollment process.
- Accepted referrals from agency staff; complete eligibility applications with parents; assure accuracy and completeness of enrollment forms.
- Supported and encouraged parent participation and involvement in the program and related activities to increase parent awareness of community services and involvement in the program.
- Communicated with families, teachers, staff, community, social service and health care agencies and others to assess the needs of families and develop plans and strategies to obtain needed services; make referrals to appropriate resources and agencies; arrange for transportation for parents and children as needed.

Family Service Advocate

Delta Corporation - 1999 – 2002

- Able to comply with the clients confidentiality policy Provide administrative assistance and support to one or more functional areas (Education, .
- Maintain parent relations, provide family home visits, provide resources and Parent education through parent groups and Fatherhood Initiative .
- Comply with strict confidentiality of all program and client information Involve proactively in enrollments, meetings and home visits Update and .
- Provided information to parents on agency services, requirements and procedures regarding agency programs and -Was responsible for maintaining 52 .

- Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family .
- May assist single parents, arrange adoptions, and find foster homes for abandoned or abused children.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- High School Diploma - (Shallowater High School)