

ROBERT SMITH

Sr. Family Service Advocate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a position working with homeless families where can utilize exceptional skills of working with the disadvantage population.

CORE COMPETENCIES

Microsoft Office, Adobe Suite, Fluent In Spanish, GCMS, ELISA, PCR Machines, Western Blot.

PROFESSIONAL EXPERIENCE

Sr. Family Service Advocate

ABC Corporation - August 2002 – December 2020

Key Deliverables:

- Recruitment and enrollment of eligible children in Head Start program.
- Arranged for screening of all enrollment applications.
- Collects all family data for various content areas such as education, transition, health/dental, social services, parenting, disability, and mental health.
- Responsible for making home visits to develop a comprehensive profile of each Head Start child and to establish positive rapport between the family and the Head Start Center.
- Provided information to families about available resources in the community and how they can be utilized.
- Offered parents opportunities to develop and implement an individual Family Partnership Agreement.
- Assisted families in obtaining emergency assistance or crisis intervention when necessary.

Family Service Advocate

Delta Corporation - 1999 – 2002

Key Deliverables:

- Include providing supportive services to families at the site level by forming partnerships with families and linking them with Head Start services .
- These services include the facilitation of health requirements for enrolled children.
- Other duties include completion of family assessments, parent trainings, home visits and case management services.
- Meeting Head Start guidelines of ensuring the center is fully enrolled based on ERSEA procedures.
- Represented low income migrant families performing home visits, parent training, and motivational interviewing Inter-agency and intra-agency .
- Nonprofit Charitable Organizations I enrolled children in the Head Start program through home visits with the family.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

- Bachelor of Organizational Management - (Wiley College - Marshall, TX)