

# ROBERT SMITH

## Assistant Family Service Advocate

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Currently looking for a position as an Administrative Assistant, Customer Service Team Leader, or Marketing Recruiter within the Medical field. enjoy these fields and believe that would be afforded more opportunities for advancement while helping people. looking for a Monday through Friday daytime schedule as do have two children.

### **MARCH 2008 - 2020**

#### **ASSISTANT FAMILY SERVICE ADVOCATE - CENTER FOR FAMILY SERVICE HEAD START**

- Worked with numerous supports and resources within and outside of Head Start to secure appropriate resources for families.
- Utilized ERSEA (Enrollment, Recruitment, Selection, Eligibility, and Attendance) procedures to enroll and maintain enrollment of children ages 3 to 5 years.
- Demonstrated outstanding understand promote the goals and philosophy of Head Start.
- Identified and recruit prospective families and volunteers for Head Start.
- Maintained a child wait list for eligible applicants greater than number of enrollment opportunities.
- Established and maintain accurate health and social services records for each family.
- Assisted families to develop skills needed to achieve their goals.

### **2005 - 2008**

#### **FAMILY SERVICE ADVOCATE - DELTA CORPORATION**

- Head Start Identify family service needs of children and families Refers identified family service needs to Family/Community Division Manager Secures.
- Support and assists families to meet their goals Responsible for child files, enrollment and applications Completion of the child health requirements.
- Worked with many families in Henderson and Transylvania Counties Enrolled children and families to daycare centers Worked with Social Services in .
- Comply with strict confidentiality of all program and client information Involve proactively in enrollments, meetings and home visits Update and .
- Include case management, communication skills, interview clients to see what services are needed for the family and to see if any follow-up .
- Enroll students, acquire files and up to date records(health, dental, immis, etc).
- Assist families and children with resources and information for family needs.

## **EDUCATION**

Master of Education in MAED - November 2013(Ashford University - San Diego, CA)

## **SKILLS**

Human Resource, Case Management, Career Development.