

ROBERT SMITH

Jr. Court Appointed Special Advocate

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SUMMARY

Ability to do quality work with little supervision Patient and tactful in client relations Committed to assisting others Ability to work well under pressure Accustomed to very large volume work situations Attentive to deadlines Resourceful in problem solving Ability to work with others toward a team goal.

SKILLS

German, English, Spanish, French.

WORK EXPERIENCE

Jr. Court Appointed Special Advocate

ABC Corporation - December 2013 – May 2015

- Looked out for the best interest of children that has been abused or neglected.
- Established a relationship with the child to better understand the child's needs and desires.
- Supported the child throughout the court proceedings and explain the court proceedings to the child.
- Communicated the child's needs to the court in written reports and recommendations 5.
- Ensured that all court-approved plans for the child are being implemented 6.
- Communicated and coordinated efforts with the child's social worker, probation officers and attorney.
- Provided support for tutors and guide tutors through lesson plans and any difficulties.

Court Appointed Special Advocate

Delta Corporation - 2011 – 2013

- Advocate for the juvenile judge.
- CASA) Implement home visits to assess abuse/neglect cases Prepare required documentation, narratives and correspondence Prepare recommendation to the .
- Investigate allegations of child abuse or neglect.
- Document visitations, and CPS findings, monitor school, and home stability, assess the needs for basic necessities such as food and clothing.
- Provide support including but not limited to court testimonies and home visits with CPS for the children, and the families that are fostering them, .
- Advocated for children removed from their homes due to abuse, neglect or dependency Recommended and assisted in procuring necessary social services.
- Prepared court reports and attended all court hearings Maintained contact with associated attorneys, social workers and service providers.

SCHOLASTICS

- Master of Arts in Psychology - (California State University Stanislaus)