

# Program Consultant

## ROBERT SMITH

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### Objective

To provide human resource management in a healthcare organization setting while primarily performing budget/financial analysis, organizational analysis, improving patient quality.

### Skills

Analytical Skills, Communication Skills.

### Work Experience

#### Program Consultant

**ABC Corporation** - 1996 - 2000

- Developed, piloted then implemented a statewide monitoring system for Ohio's 88 funded early intervention programs based on federal and state rules.
- Developed and approved Request for Proposals, budget requests, and revisions related to grant expenditures.
- Monitored funded projects to assure standards of service and accepted standards of clinical practice.
- Developed and conducted training programs for nurses, social workers, early intervention specialists, audiologists, speech pathologists, and other related personnel.
- Provided technical assistance to hospital staff, local health departments, nurses, and social workers through on-site visits and educational programs.
- Assisted local agencies in conducting needs assessments and monitoring the effectiveness of program activities through the utilization of available data.
- Developed educational materials and manuals for health care professionals and parents.

#### Program Consultant

**ABC Corporation** - 1991 - 1996

- Led the coordination and implementation of evaluation and relating of over 725 public housing families.
- Hired and trained 5 outreach workers and one receptionist.
- Identified and coordinated outreach and telephone interviews with consumers.
- Facilitated community meeting on expectations and questions and answers revolving move off site.
- Worked with DC.
- Housing Authority, Board members and community leaders in developing work plan.
- Hired staff and completed project ahead of scheduled,.

### Education

Master of Science in Administration - (Central Michigan University, College of Extended Learning - Columbus, OH)