

ROBERT SMITH

Jr.Foster Care Specialist

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

SUMMARY

High-energy professional skilled conflict resolution through proactive communication. Listens actively customer questions resolves issues , disputes tactfully and effectively. Promotes long-term loyalty establishing positive relationships with customers.

CORE COMPETENCIES

Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Outlook.

PROFESSIONAL EXPERIENCE

Jr.Foster Care Specialist

ABC Corporation - March 2001 – July 2013

Key Deliverables:

- Provided home for placement of children with moderate intense special needs that are behavioral, emotional related physical/personal care.
- Implemented strategies to help child achieve positive performance at school, community and home environment.
- Coordinated for intensive eyes on supervision 24 hours per day.
- Kept detailed records children social workers.
- Provided direct hands teaching with children.
- Documented administered required medications.
- Maintained 20 hours of annual training certifications.Assisted development personal IEP plans.

Jr.Foster Care Specialist

Delta Corporation - 1996 – 2001

Key Deliverables:

- Provide direct services counseling and resource management to youth and families, complete service plan reports, make referrals to appropriate .
- Accepted and investigated applications of persons interested in becoming foster parents, or Daycare providers.
- Also did Home Studies on potential adoptive homes.
- Required home investigations and interviews with all potential foster home, day care and adoptive home applicants.
- Arrange the Family Involvement Meeting (FIM) within 3-5 days of placement in the foster care home-work with ongoing caseworker to coordinate meeting .
- Coordinated placements, monitored, and provided support to therapeutic families as well as foster children.
- Trained, assessed, and completed home studies to license all foster parents using the 10-week PS-MAPP Curriculum.

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EDUCATION

- High School Diploma in General - (Sheridan High School - Sheridan, WY)