

# ROBERT SMITH

## Community Advocate II

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### SUMMARY

Outstanding customer and patient services professional with background in both military and civilian environments. Identifying internal and external resources and services.

### SKILLS

Typing, Transcription, Social Work.

### WORK EXPERIENCE

#### Community Advocate II

ABC Corporation - July 2004 – May 2005

- Supported the development and implementation of a community outreach program supporting low-income families with an emphasis.
- Assisted ministry personnel in established and maintained contact with at-risk individuals to ensure their understanding of available social resources.
- Provided accurate information regarding resources available at federal, state and local levels.
- Maintained direct partnerships with community agencies to facilitate referrals and the implementation of social services.
- Worked directly with individuals from diverse cultural and economic backgrounds.
- Assisted and cared for others providing personal assistance, medical attention, emotional support.
- Assisted with breakfast, lunch, snacks, including clean-up.

#### Community Advocate

Palmetto Healthy Start - 1999 – 2004

- To recruit participants into the Healthy Start Program.
- Provide case management services.
- Serves as a resource to community groups and organizations.
- Identify and assess needs in the counties being served.
- Facilitate support groups.
- Facilitate prenatal incentive classes.
- Facilitate repeat prevention pregnancy session with teenagers..

### SCHOLASTICS

- Bachelor of Science - (Cameron University - Lawton, OK)