

Robert Smith

Family Service Advocate II

PERSONAL STATEMENT

Seeking a position in counseling or social services in an education or government agency assisting communities, families, and individuals.

WORK EXPERIENCE

Family Service Advocate II

ABC Corporation - July 2008 - June 2009

Responsibilities:

- Maintained a caseload of fifty (50) families.
- Provided information and services pertaining to the specific needs of each family.
- Addressed such problems as teenage pregnancy, misbehavior, and truancy.
- Conducted home visits with families; interview and assess the needs of families.
- Assisted families with identifying long and short term goals to strengthen the socioeconomic, emotional, health and educational well-being of the family; follow up on status of meeting the goals.
- Monitored daily attendance of children.
- meet with families to assist in identifying and resolving frequent absenteeism issues Provide crisis intervention referrals and continuous support to families.

Family Service Advocate

Delta Corporation - 2005 - 2008

Responsibilities:

- Completes the initial consumer assessment and the development of the Family Partnership Agreement within 90 days of enrollment; documents progress, .
- This process is conducted in collaboration with the families and includes identification of families strengths and needs and development of goals to .
- As appropriate, determines the eligibility based on federal guidelines Encourages and supports families in working toward the FPA goals and activities.
- Provide appropriate resources and referrals, emergency assistance, crisis intervention; assist in accessing health & dental care, mental health .
- Provided Services for the Head Start Families - Completed Home Visits for all of my families - Completed Needs Assessments and followed progress of .
- Recruited and enrolled children in the program.
- This is Dummy Description data, Replace with job description relevant to your current role.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Bilingual; Spanish,
English, Basic
Computer , MS Word, MS
Excel, MS Powerpoint,
Typing, Phone.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

M.A in Human Services Counseling/Marriage and Family Cognate -
(Liberty University - Lynchburg, VA)