

ROBERT SMITH

Developmental Specialist II

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

SUMMARY

An experienced professional at communicating, organizing, and solving problems to raise the stature and rankings of health care facilities.

CORE COMPETENCIES

Fast Learner, Fast computer skills, Bilingual Spanish.

PROFESSIONAL EXPERIENCE

Developmental Specialist II

ABC Corporation - April 2011 – July 2012

Key Deliverables:

- Administered medication to all individuals as prescribed by the doctor and the protocol of the company.
- Completed daily progress notes and communication logs to assure appointments, goals, and interests are being met.
- Ensured that the rights of each individual receiving service are protected and promoted at all times.
- Provided support as needed to meet the emotional, physical, and medical needs of each person supported.
- Attended and actively participated in meetings and training as required.
- Maintained certifications in all agency, state and federal training requirements.
- Assisted individuals receiving services with the day-to-day operations of their home such as housekeeping, meal preparation.

Developmental Specialist

ABC Corporation - 2007 – 2011

Key Deliverables:

- Completed and maintained initial intake and annual paperwork, assessments/evaluations, service plans, data reviews and progress reports for individuals on caseload to procedure and timelines.
- Provided oversight for staff completing developmental therapy for clients, which includes weekly supervision, monthly staff observations and training of staff.
- Provided direct developmental therapy to children and adults with developmental delays.
- Assisted in training newly hired staff to provide developmental therapy.
- Maintained required paperwork according to the company and Idaho Department of Health & Welfare protocols and standards.
- Ensured quality therapy is provided to clients in environments that are age-appropriate, integrated, safe, and conducive to learning.
- Coordinated with branch scheduler to ensure that therapy is delivered according to authorized service plan hours..

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EDUCATION

- Bachelor of Science in Psychology - (Colorado Technical University Colorado Springs - Colorado Springs, CO)