

Robert Smith

Family Service Advocate

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SUMMARY

To continue to gain knowledge, skills, and experience that will have direct relevance and applications to the attainment of career goals.

SKILLS

Data Entry, Communication, Sales, Recruiting, Training.

WORK EXPERIENCE

Family Service Advocate

Saginaw ISD Head Start - 1998 - 2020

- Developed and fulfilled Family Partnership.
- Implemented strategies in identifying strengths, addressing concerns, dealing with challenges and achieving goals.
- Ensured full enrollment and maintain a waiting list.
- Coordinated with other program staff and community agencies to assist families in meeting program disability/health requirements.
- Worked with parents to promote participation in local Head Start programming as defined by the team.
- Responsible for yearly budget to secure speakers and materials for monthly meetings.
- Assisted families into transitioning to kindergarten, including inviting members of the school systems to provide registration information and coordinated kindergarten visitation.

Family Service Advocate

Delta Corporation - 2003 - 2007

- Recruited and admitted children into the program Found community resources to remove barriers Facilitated workshops for parents on life-skills and .
- Provide comprehensive child development services for enrollees and parents by implementing health and family services in an assigned Head Start .
- Enhance family awareness of community resources and assist families in their own efforts to improve their condition and quality of life via referrals.
- Manage case files.
- School to Family Liaison.
- Drove morning and evening bus routes, Third teacher in classroom of 20 children daily, helped ready activities, carried on daily routine, helped .
- Completed required paperwork with families, made and received calls in reference to the required paperwork, as well as attendance policies.

EDUCATION

Psychology/Television Broadcast/Journalism - January 1997(Delta Community College - Saginaw, MI)