

Objective

Compassionate, tenacious, and dedicated professional with unsurpassed commitment in providing assistance to individual, family, and group needs. Knowledgeable of inputting children's assessment and completing lesson plan. Expert at providing assistance and care to children. Excel at utilizing effective approaches to effect dramatic improvements in efficiency, productivity, and processes toward successful attainment of organizational missions and goals.

Skills

Word, Excel, Power Pont, Microsoft Outlook, Surfing Online Email, Internet, Fax, Copy Machine.

Work Experience

Family Service Advocate I

St. Anne's Head Start Program - 2014 – 2020

- Conducted home visits as need it.
- Developed an on-going partnership with parents and set family goals, and providing community resources -Coordinate with staff and center parent Committees, conduct meetings, and workshops.
- Tracked proper documentation to stay in compliance with state and federal agencies.
- Recorded keeping and data entry for workshops, attendance, family services, immunization records, dental and physical exams.
- Coordinated parent meetings/ workshops.
- Conducted family assessments survey with enrolled families to identify strengths, concerns, problems, helping families to find appropriates resources and referrals system and services, as well to ensure families have on-going and accessible resources.
- Included Early and Periodic Screening Diagnosis and treatment programs are met.

Family Service Advocate

Delta Corporation - 2005 – 2008

- Provide case management services to Head Start Families.
- Assist them with medical and Educational screening to prepare their child for Kindergarten.
- Conduct monthly Parent Meetings to discuss childrens progress in the program.
- Responsible for recruitment, enrollment, and selection for the Head Start Program Provide training for development of staff Time Management needed in .
- Collaborated with appropriate community resource agencies in developing specialized planning for children and their families Encouraged .
- Increased community service agency contracts by 130% and expanded region to include Orange, Elizabeth and Roselle.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

B.A. in Child Development - 2005(California State University of Los Angeles)