

ROBERT SMITH

Vocational Counselor/

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SUMMARY

I have enjoyed working with people that wish to improve their lot in life. They often get side tracked by time and unexpected events in their lives. It's rewarding to see people make changes in their lives based on something that I said or did to assist their success.

CORE COMPETENCIES

People Skills, Soft Skills, Individual And Group Counseling, budgeting, Evaluating, Monitoring, Inspecting And Maintaining Case Notes.

PROFESSIONAL EXPERIENCE

Vocational Counselor/

ABC Corporation - January 2009 – March 2010

Key Deliverables:

- Provided vocational guidance, physical restoration, training and placement to persons with mental or physical disabilities.
- Informed community resources of rehabilitation services.
- Responsible for monitored developmental disability licensed residential facilities for children and adults, monthly.
- Investigated complaints in the facilities. Did on-site inspections to evaluate compliance with the states rules.
- Provided consultation and technical assistance to licensee related to rule compliance child development, health, safety, and business management.
- Maintained case notes and generated invoices.
- Updated listings of job vacancies and training programs weekly.

Vocational Counselor

ABC Corporation - 2008 – 2009

Key Deliverables:

- Case Management.
- Received direct referrals from the state Labor & Industries that were employees who had sustained on the job injuries.
- Provided counseling and referral services.
- Wrote vocational rehabilitation plans to allow the clients to return to work within their physical and mental abilities.
- Ability to counsel and create avenues for thw client to return to work.
- Skills Used Well over 20 years of experience in case management and counseling.
- Active listening and recommending services within the community..

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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Certificate in Counseling - (Vocational Counseling - Grand Rapids, MI)

