

ROBERT SMITH

Associate Family Service Advocate

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

SUMMARY

To obtain a position which will be challenged to the fullest of ability and a position that will utilize computer knowledge, strong people skills, organizational abilities, and business experience.

CORE COMPETENCIES

Case Management, Office & Administrative Support Worker, Executive Secretary & Administrative Asst.

PROFESSIONAL EXPERIENCE

Associate Family Service Advocate ABC Corporation - July 2009 – May 2012

Key Deliverables:

- Implemented the objectives and activities in the MSHS work plans, performance standards, and State Licensing Standards at the center.
- Served as a case manager for 30 to 35 children in the center, organizes or assists parents with appointments to ensure compliance with health and dental program requirements to include timeframes.
- Worked with Teachers and Core Team, to guide transitions services and transfer of information and records.
- Coordinated efforts with the Core Team to ensure services for children including children with disabilities.
- Ensured that health concerns are noted in child Individual Child Development Plan.
- Worked closely with CDA to ensure appropriate placement of children.
- Participated in IFSP/IEP meetings in the development of the plans and serves as an advocate for the parent, child and family.

Family Service Advocate Delta Corporation - 2008 – 2009

Key Deliverables:

- Serves as case manager for 30 to 35 children in the center, organizes or assists parents with appointments to ensure compliance with health and .
- Works with Teachers and Core Team, to guide transitions services and transfer of information and records.
- Coordinates efforts with the Core Team to ensure services for children including children with disabilities.
- Ensures that health concerns are noted in child Individual Child Development Plan.

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- Provided case management services Facilitated Community and Educational Groups through engagement of community partners and volunteers.
- Work with parents and children, do home visit, assist, with family accomplishing goals, I have training and experience in social work field.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master's In Social Work - 2011(West Chester University - West Chester, PA)

