

ROBERT SMITH

Family Service Advocate III

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Family service work has been expertise since Ive worked for Community Action Partnership, but willing to venture out and try new things. fast learner, good communication skills, and a team player.

EXPERIENCE

Family Service Advocate III

Community Action Partnership Of SLO Inc. - AUGUST 1998 - 2020

- Enrolled migrant children for preschool whos families qualify for our program.
- Gathered forms and documents from the families, do calculations and gather information from them to see if they qualify.
- Assisted families in our program according to their needs as part of my job to accomplish goals and help them succeed in achieving those goals.
- Provided health screenings for our preschool children ages 3 to 5.
- Scheduled appointments with the families that want to apply for our program.
- Communicated and interacted with agencies in our community.
- Assisted in the planning of our Annual Health Fair and assist in other duties as assigned.

Family Service Advocate

Delta Corporation - 1996 - 1998

- Performed periodic checks to assigned schools and scheduled parent meetings to assist with any modifications and guidance for families with a .
- Responsible for implementing the objectives and activities in the MSHS Parent committees, coordinate and implement the established referral process .
- Fostered empowerment by helping to develop self-advocacy skills and educational and employment resources.
- Assessed family needs through home visits, communication with classroom teachers and child observations.
- Developed community partnerships through resource fairs and collaborated with other agencies to meet the needs of families in the program.
- Included Carrying out the interview process with children and families; and accepting them into the Head Start Program.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Dental Careers Program in Dental Assisting - (Mission Trails Rop - Salinas, CA)

SKILLS

Office , Family Services.