

ROBERT SMITH

Developmental Specialist/Executive

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SUMMARY

Experienced in Pediatric Home Care, Elderly Home Care, Group home care with adults with mental disabilities. Experience with autism, adhd, Down's Syndrome, Psychosis disorders, Depression, OCD disorder, dementia.

SKILLS

Customer Service, Healthcare.

WORK EXPERIENCE

Developmental Specialist/Executive

ABC Corporation - July 2009 – July 2011

- Assessed referrals and conducted the intake process of new clients Evaluated and assessed the skills of new clients to determine the eligibility of services.
- Provided families with information, skills, and support to enhance their childs development.
- Conducted and generated the evaluations and progress reports for each client.
- Generated and maintained weekly appointments and schedule for caseload. Audited client files prior to state audits.
- Participated in clients Individual Education Program (IEP) meetings to ensure a smooth transition from Early Intervention services to public school.
- Collaborated with families and other personnel within the community providing early intervention services in accordance with the childs Individualized Service Plan.
- Provided supervision and training of student interns or new therapists.

Developmental Specialist

ABC Corporation - 2004 – 2009

- Facilitate developmental assessments & individual family service plans on referred children within identified time frames.
- Function as service coordinator for children entering the Early On system who do not qualify for school services, public health services or community mental health services.
- Serve as a consultant for professionals, internally & externally, on developmental resources, referrals & activities.
- Serve as a resource for families to connect with other internal & external community services.
- Collaborate with schools & other community representatives & agencies.
- Plan & prepare written materials for topic presentation for group meetings.
- Gather outcomes data from individual cases & groups..

SCHOLASTICS

- Bachelor of Science in Kinesiology - (New Mexico State University - Las Cruces, NM)