

# ROBERT SMITH

## Developmental Specialist/Representative

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Motivated professional with experience as a Operations Manager for developmental disability clients and experience as a Developmental Specialist. History of meeting deadlines, timely reports.

### AUGUST 2005 - JUNE 2013

#### DEVELOPMENTAL SPECIALIST/REPRESENTATIVE - ABC CORPORATION

- Gathering materials for art projects and objectives. As a caregiver, responsible for every need for the clients.
- Assist instructors with challenging behaviors, relieving for lunch.
- Deal with any issues going on with instructors. At the end of the week gather all of the students paperwork and check it for mistakes.
- Conduct Weekly meetings and complete disciplinary forms when needed.
- Support intellectual individuals with developmental disabilities, mental illness, and substance use disorders.
- A caregiver who provides basic care for a person who has a mental handicap and or development disabilities.
- Supervise direct care staff Complete yearly IPP and reviews Attend and facilitate PCP meetings.

### 2003 - 2005

#### DEVELOPMENTAL SPECIALIST - ABC CORPORATION

- Trained and supported direct care staff in goals developed to build skills and independence for individuals diagnosed with Autism.
- Trained and supported all direct care staff on proper documentation of goals, monitored that documentation was completed within the allowable time frames.
- Monitored, accounted for and dispensed financial accounts for the individuals who lived at ICF (Intermediate Care Facility).
- Scheduled and ensured staff coverage for all shifts at ICF and four IRAs (Individual Residential Alternative).
- Monitored and ensured direct care staff were properly caring for the individuals and upholding their rights.
- Monitored and processed payroll for all direct care staff who worked in the group home..
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

## SKILLS

Microsoft Office, Word.