

ASocial Services Assistant with entry-level experience, specializing in case management, conflict resolution, communication, and relationship building. A strong background in assisting families in obtaining mental health services and community resources.

Professional Experience

Social Services Assistant

Boston Relief Nonprofit, Boston, MA May 2020- Present

- Build long-term relationships with families, provide social services for 25+ cases, and coordinate with nonprofit agencies to ensure child welfare
- Create documentation on child neglect, domestic violence, abuse allegations, and living conditions and serve as an advocate during child custody proceedings
- Identify resourcesand create support structures for families to obtain counseling services, including rehabilitation for substance abuse issues
- Coordinate with the case manager to evaluate family dynamics, assess risk factors, and manage crisis situations

Volunteerism Experience

Volunteer

New England Support Center, Boston, MA May 2019 - May 2020

- Served as a volunteer for a support center providing mental health resourcesand shelter to victims of domestic abuse
- Communicated with clients to obtain information for case-workers and provided empathy and emotional support

123 Your Street,
Boston, MA 12345
j aso n m a dd i \$on@exa m pie. com
(123) 456-7890

Education

Bachelor of Science (B.SJ Social Work Boston University, Boston, MA September 2017-May 2021 GPA: 3.7

Key Skills

- Psychology
- Social Services
- · Case Management
- · Relationship Building
- Child Welfare
- Family Dynamics

Certifications

 Academy of Certified Social Workers Credential (ACSW), Expected 2022