

Assessment Coordinator II

ROBERT SMITH

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Objective

A licensed bachelor's level social worker with a diverse human services background and strong work ethic could apply both knowledge and experience while working with the company. A well-organized, highly motivated, and energetic team player.

Skills

Micro Soft Office, Spread Sheets, Vatiuous Computer Programs.

Work Experience

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Hill Crest Behavioral Health Services - October 2010 – 2020

- Assessed and triage an individuals mental health and/or chemical dependency status.
- Provided clinical information to insurance companies regarding the patients mental health status to obtain pre-certification for inpatient mental health admission.
- Completed post-discharge wellness checks within 72 hours of a patients discharge.
- Received helpline and referral calls and collect intake data to provide to a physician for disposition regarding psychiatric care.
- Made patient safety and level of care recommendations to the accepting physician.
- Provided hospital and program information to individuals, agencies, facilities, and professionals.
- Worked closely with data researchers in the department to ensure validly, reliable data was being presented in a clear and useful format so students, parents, teachers, and principals could act on it.

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Delta Corporation - 2007 – 2010

- Supervisor Jose Ramirez, Jr.
- Unit Director, Adult Diagnosis and Evaluation, Houston, Texas Scheduled appointments, conducted Determination of Mental Retardation (DMR) diagnostic .
- Collecting demographics; checks eligibility and contract benefits; determines contract eligibility and allowable benefit coverage; processes referral .
- Evaluate child care centers using Infant Toddler Environment Rating Scale and Early Childhood Environment Rating Scale evaluation tools Evaluate .
- Scheduling of multiple ISO 9001 audits throughout United States, with multiple auditors Provide centralized admin.
- support center for multiple depts.
- agencies within CSA Maintain multiple complex calendars/Assist with all phases of travel arrangements Heavy scheduling in Outlook and in ACT Maintain .

Education

Bachelors of Science in Social Work - 2004(University of Alabama at Birmingham - Birmingham, AL)