Assistant Case Manager I

ROBERT SMITH

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Objective

To Obtain a position of responsibility within a company that offers growth, competitive pay, long term security and the opportunity for advancement. Committed to advancing diversity, equity, and inclusion across all functions, engagements, and relationships.

Skills

Case Management, Group Facilitation, Claims Processing, Coaching.

Work Experience

Assistant Case Manager I

ABC Corporation - August 2005 – October 2006

- Provided case management services to children in need of care placed out of the home.
- Explored permanency options based on the childs needs.
- Facilitated meetings and case planning conferences, supervise children and parental visitation.
- Provided assistance and case management services to severe and persistently mentally ill (SPMI) consumers working toward personal treatment goals, providing assistance accessing community resources, and support independent living in the community.
- Assisted Case Managers in maintaining a variety of files.
- Assisted with routine referrals per standard protocol.
- Provided prompt response to phone inquiries.

Assistant Case Manager

Delta Corporation - 2004 – 2005

- Drafted schedules and coordinated the volunteer services of up to 30 people at busy non-profit center Processed food pantry in-take applications, .
- Worked with dislocated workers & low income adults in career guidance Provided quality employment & training services to assist individuals in .
- Accepting new assignments from clients, effectively identifying the objectives and defining the investigative plan to complete the objectives.
- Communicating the objectives and the plan to both the client for confirmation and the investigator for execution.
- Ensuring the investigation is conducted within standard operating procedures and all special instructions.
- Finally proofing investigative reports for accuracy and then submitting to Case Manager.
- Joseph White - President and Founder of the Foundation for Family Life (801)-679-3921 Worked closely with high risk men and women as they came out of .

Education

BACHELOR in SOCIAL WORK - (UNIVERSITY OF KANSAS - Lawrence, KS)

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