

# ROBERT SMITH

## Sr. Chemical Dependency Technician

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Chemical Dependency Technician is an integral member of the team with extensive patient contact. They provide communication between the patients, medical staff and clinicians.

### CORE COMPETENCIES

Adobe Photoshop, MS Access, MS Word, MS Excel, MS PowerPoint, MS Outlook.

### PROFESSIONAL EXPERIENCE

#### Sr. Chemical Dependency Technician

ABC Corporation - December 1993 – September 2003

##### Key Deliverables:

- Coordinate client daily activities; Observe and document client recreational activities, supervise client self medication, teach daily living skills, prep client individual grid and co-facilitate client group sessions.
- Transport clients to and from scheduled appointments including A.A.
- Received a 5 year service award from the company.
- Was recognized for achieving perfect attendance for several consecutive years.
- Used Crisis intervention, mandated reporter skills, good interaction with clients; other staff members, vendors, guests, and the overall general public.
- Handled incoming and outgoing mail and phone calls serving clients and staff.
- Recognized for achieving perfect attendance for several consecutive years.

#### Chemical Dependency Technician

Delta Corporation - 1991 – 1993

##### Key Deliverables:

- Charting Answer phones Computer work Contact doctors and lawyers for patients Facilitate group activities Supervise meals and chores Hand out .
- Essential Function Monitoring the activities of patients to ensure optimal safety, support, structure and crisis intervention; customer service, .
- Performed building safety checks, hourly client counts and room checks Administered assisted medications Monitored and reported client(s) .
- Pass meds, do meds sheets, accountability, house checks, daily paperwork, laundry Skills Used Communication skills, computer skills.
- Present patient reports upon shift change, including maintaining unit log Document all patient interactions and observations Monitor patients for .
- Eden Prairie, MN Assisted direct care and management of clients Provided specific treatment needs for the individual client Performed intakes and .
- Monitored individuals in the program documenting their activities throughout the day.

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### EDUCATION

- Bachelor's in Social Work - 2011(University of Illinois at Springfield)