

# Robert Smith

## Child Care Coordinator

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## SUMMARY

Child Care Coordinator empowered to plan treatments, connect children and their families to much needed resources and advocate for their continued growth and well-being.

## SKILLS

Mental Health, Social Work, Crisis Intervention, Child Welfare.

## WORK EXPERIENCE

### Child Care Coordinator

ABC Corporation - August 2008 – January 2009

- Worked with children and their families to address behavioral health needs.
- Provided intake and complete assessment process when clients are referred and develop a plan of care for the child with input from the team that integrates behavioral and physical health needs and goals.
- Oversaw implementation of the plan and monitor progress.
- Connected families with needed resources, address barriers and make referrals.
- Worked closely with school partners and potentially co-locate within a school to enhance collaboration and teamwork.
- Conducted weekly parenting classes with groups of clients focusing on love and logic discipline.
- Operated and managed the day to day operations of a group home daycare for up to twelve children, ages newborn to twelve years.

### Child Care Coordinator

Delta Corporation - 2005 – 2008

- Responsible for developing, delivering, and managing the Daycare program in order to ensure a safe, developmentally appropriate environment.
- Develop and implement a program and activities to meet the physical, emotional, intellectual, and social needs of the children in the program.
- Supervise and develop daycare staff.
- Manage the administration of the daycare program and supervise children in the daycare.
- Daycare coordinator in charge of day to day scheduling, maintenance, childcare, and food preparation.
- Provide direct care to individuals Kept records on youths.
- Worked under crisis situations Recorded daily activities Social work experience Scheduling.

## EDUCATION

BA in Social Work - 2012(ALBANY TECHNICAL COLLEGE)