

Community Outreach Worker

ROBERT SMITH

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Objective

To obtain a Community Outreach Worker position with a health organization that will have a positive impact on the organization, society as a whole, and myself while utilizing and expanding on current skills and experiences.

Skills

Microsoft Office, Community Outreach, Community Resources.

Work Experience

Community Outreach Worker

ABC Corporation - 1999 - 1999

- Reviewed and completed the allocation of fiscal budget for Henry County DFCS and negotiated funding from the County Commissioners Office.
- Completed Internal Control Plan for County.
- Facilitated Monthly Board Meetings to discuss the Countys status, progress, and barriers.
- Coordinated/ facilitated Law Enforcement Partnership in Safety Mtg.
- Researched and resolved all constituent complaints timely with the State Office.
- Managed the work for the CPS-Inv. backlog, reducing overdues from 58 cases to 0.
- Responsible for staffing Safety Reviews and case assignment for critical follow-up.

Community Outreach Worker

Delta Corporation - -

- Major duties were to perform community outreach to the business owners in Dona Ana and Otero County to promote Diabetes-friendly food options.
- Prepare and serve meals homeless individuals Assist with pickup and delivery of perishable and non- perishable food items from various locations.
- Work with outreach team in tireless efforts to recruit new members to the organizations.
- Developed schedules for outreach and training events on site.
- Community Outreach Worker Fieldworker, complete health assessments.
- Collaborate with leaders to plan in the organization of community outreach Participate in health and wellness workshops (e.g.
- Assist with Adventurers Club (teacher) Perform other duties as needed Independent Service.

Education

Master's of Science in Administration - (Central Michigan University)