

ROBERT SMITH

Asst. Counselor Aide

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Counselor Aide position is to counsel the patients, keep record and administer them.

DECEMBER 2012 - MARCH 2014

ASST. COUNSELOR AIDE - ABC CORPORATION

- Maintained and facilitated open/honest communication with peers and supervisors.
- Notified the nurse in charge if a patient is having any out of the ordinary physical symptoms upon admission or throughout their stay.
- Ensured a therapeutic community for patients and families at all times.
- Ensured appropriate patient record-keeping instruments are utilized.
- Ensured all patient information, including verbal and written information, is held in the highest regard and confidence at all times.
- Ensure patient admissions are completed thoroughly, accurately and in a timely manner, paying close attention to critical information and follow through when needed (ex. Suicidal/Homicidal), but also maintain appropriate grammar and spelling.
- Participated in Program administrative and clinical committees as assigned.

2008 - 2012

COUNSELOR AIDE - DELTA CORPORATION

- Daily updating of resident data logs Supervise resident medication consumption Retrieve urine samples/oversee delivery of urine samples to testing .
- Assist primary counselor Accomplishments Split hours between residential facility and CCC Federal Halfway House Facility.
- Skills Used Individual/Group Counseling Skills.
- Worked with other staff in assessing and evaluating a patients mental state Assessed whether a patient represents a risk to themselves or others .
- Assisted recovering drug / alcohol addicts in recovery programs.
- Daily Documentation Counseled, supervised, mentored youth within the program Teaching fundamentals of basketball and football Chaperoning field trips .
- Assist with organizing and providing support to programs for children to prevent and treat social issues like substance abuse, dysfunctional family, .

EDUCATION

Vocational Nursing Diploma in Nursing - 2015(Career Point College - San

Antonio, TX)

SKILLS

Counseling, Communication Skills.