

ROBERT SMITH

Employment Counselor II

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Seeking a rewarding and challenging position in the substance abuse field, to utilize strengths in counseling, administration, management and supervision in a well-reputed organization.

EXPERIENCE

Employment Counselor II

ABC Corporation - 2004 - 2007

- Recruited business opportunities with non-profit agencies for individuals in the program.
- Counseled homeless, substance abusers, ex-offenders, victims of domestic violence, and women seeking custody of their children.
- Provided career counseling, job development and job placement for individuals who had problems with retention.
- Provided assistance in building a powerful and winning resume.
- Presented workshops which provided instruction for preparing for an interview, practice and advice for interviewing and completing a job application.
- Advocated for women and their children with agencies, landlords, and employers.
- Provided individual and group counseling; facilitated womens support groups.

Employment Counselor

ABC Corporation - 2000 - 2004

- Used Microsoft Excel, Word, and County computer program named CalWin to enter information on participants Maintained a caseload of 35-60 Welfare-to-Work clients Called participants and used Lionbridge (interpreting phone program) with limited English.
- Assisted depressed clients to secure mental health counseling.
- Explained to clients various rules and how they would keep their government benefits as long as they followed them.
- Encouraged participants to participate in mandatory activities since they and their kids would benefit it.
- Skills Used Used Microsoft Word, Excel, and a County used mandatory program named CalWin, to enter client information.
- Called various participants as needed, and had three-way conversations after contacting Lionbridge phone interpreters when my clients were limited English speaking.
- Taught job skills.

EDUCATION

- M.A. in Counseling - (Webster University - St. Louis, MO)

SKILLS

CPR Certified, First Aid Certified.