

ROBERT SMITH

Family Resource Specialist III

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

SUMMARY

A dedicated professional with a vast experience communicating and collaborating with staff and a diverse population providing financial counseling, needs assessments, and community resources. Adept in responding to patients, clients and residents who have questions about financial issues, payment options about community resources and human services. Able to create, participate, organize, coordinate and manage ongoing projects that include training seminars and conferences within both personal and professional development arenas.

CORE COMPETENCIES

Microsoft Office.

PROFESSIONAL EXPERIENCE

Family Resource Specialist III

ABC Corporation - 2000 – 2002

Key Deliverables:

- Conducted intake assessments for pre and post-natal mothers to identify needs.
- Conducted home visits to implement needs and follow-up to ensure resources are being utilized.
- Established a network of community resources applicable to clients needs.
- Provided resource information and generated referrals as needed.
- Documented case histories while maintaining confidentiality per HIPPA requirements.
- Planned and implemented community resource education presentation to staff and community members.
- Worked with diverse populations faith based, race, ethnicity, age and gender, socio-economic, sexual orientation, disabled.

Family Resource Specialist

State Of Montana - 1997 – 2000

Key Deliverables:

- Child and Family Service division, performing advanced professional social work in managing the adoption and foster care program for a multi-county area with little to no supervision.
- Responsible for recruiting, interviewing, training and licensing all foster and adoptive families in the assigned area.
- Case management duties for up to 30 foster families, as well as all adoptive children on caseload Organize and facilitate an 18 hour pre-service training curriculum to all potential foster/ adoptive parents Effectively apply a high level of

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time management, organizational and interpersonal communication abilities, leadership, problem solving and analytical skills on a daily basis.

- Stay up to date and well versed on frequently changing policy, as well as federal laws and guidelines and know how to implement accurately for quality assurance within daily practice, interviews and written studies.
- Act as a liaison with foster parents, DPHHS staff, schools, counselors and judges in child's permanency plan.
- Aide in recruitment campaigns and fund raising activities to increase foster/adoptive program exposure.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of Arts in Business Administration - (Marion College University - Indianapolis, IN)

