

ROBERT SMITH

Family Services Worker

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To Contribute acquired skills and educational background to an organization offering opportunities for growth and advancement.

DECEMBER 2001 - JUNE 2004

FAMILY SERVICES WORKER - ABC CORPORATION

- Provided appropriate social services in accordance with Licensing standards, contract terms, agency policies, COA standards, and funding requirements.
- Conducted case management for children as well as foster homes to ensure that basic needs were being addressed.
- Performed recruitment, intake/eligibility, counseling, verification, approval, assessment, placement, and referral services to prospective clients and children Performed post placement supervision, re-verification, and additional/appropriate duties necessary in administering designated services.
- Conducted investigations within the foster home setting whenever there were allegations of physical and emotional abuse as well as sexual perpetration among foster siblings.
- Devised reports of investigations and submitted them to the State of Texas foster care licensing board.
- Assisted in the Continuous Quality Improvement Program (CQI) for family services.
- Planned and conducted necessary meetings, seminars, interviews, and home visits.

1999 - 2001

FAMILY SERVICES WORKER - DELTA CORPORATION

- Conduct Needs Assessment and refer families to financial, medical, social and community assistance and services throughout several counties Support .
- Complete Long-Term Care Screenings (ALF Assessments/ ALF Reassessments, Companion Assessments, Nursing Facility & Personal Care Assessments) .
- Assessed need and provided on-going family based services.
- Developed service objectives and plans.
- Prepared court and adoption reports.
- Recruit eligible low-income children and families for the Head Start Program and give social service referrals as needed Assist low-income families .
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master of Science in Social Work - (UNIVERSITY OF TEXAS PAN AMERICAN -
Edinburgh, TX)

SKILLS

Mandated Reporter, Good Communication Skills.