

Robert Smith

Jr. Family Services Worker

CONTACT DETAILS

1737 Marshville Road,
Alabama
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PERSONAL STATEMENT

An empathetic, engaging personality with a detailed eye and positive outlook. A service oriented individual with a keen ability to advocate for individuals to meet their individualized goals. Outstanding social perceptiveness, flexibility and analytical skills generating an excellent level of service.

SKILLS

Microsoft Office, Typing,
Microsoft Word.

WORK EXPERIENCE

Jr. Family Services Worker

Jefferson County Public Schools - February 2016 - 2020

Responsibilities:

- Supports health services program by scheduling appointments and transporting children for initial and follow-up treatments.
- Maintains enrollment at assigned schools and investigates and follows up on attendance problems.
- Establishes and maintains a positive working rapport with parents of the target population and keeps parents informed.
- Demonstrates educational materials for parents to use in the homes.
- Makes community agency contacts that will enhance the familys life experience.
- Implements the established referral system.
- Provides coordinator with a copy of his/her weekly work plan and schedule of visits and appointments.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Family Services Worker

Delta Corporation - 2014 - 2016

Responsibilities:

- Recruitment and registration of pre-kindergarten students Provision of social work and support services to pre-kindergarten families Oversaw the .
- Liasion between center and client Ensuring all documents are given for registration.
- Maintaining children files.
- Home visit with families.
- Head Start Division Recruited families with children ages 3-5 years old of low income or poverty Referred clients to community resources to help .
- Determine the general well-being and prosperity of children and families Provide both interim placement and long-term foster care for at-risk youth .
- This is Dummy Description data, Replace with job description relevant to your current role.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Associate in Business Management - 2004(National College -
Louisville, KY)

