

# ROBERT SMITH

## Family Services Worker I

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

### SUMMARY

Operated the computer updating case records including tx plans and completing assessments. Went to court hearings and monitored a case Los of up to 35. Did intakes, investigations, work with community resources and more duties as assumed and as needed.

### CORE COMPETENCIES

Adminis, Le, Le, Le, A, Pr, Gr.

### PROFESSIONAL EXPERIENCE

#### Family Services Worker I

**ABC Corporation - April 1994 – April 2008**

##### Key Deliverables:

- Learned to separate myself from my work and Ipartucipated in many job trainings such as cultural diversity and case planning.
- Prepared and distributed the centers monthly newsletters and calendar of events, and other educational material.
- Facilitated, organized, and operated events.
- Provided onsite social and health based referral services to Head Start children and their families by utilizing a case management approach.
- Planned and implemented the recruitment, orientation and enrollment of age and income eligible children.
- Planed activities and facilitates monthly parent meetings.
- Completed Long-Term Care Screenings (ALF Assessments/ ALF Reassessments, Companion Assessments, Nursing Facility & Personal Care Assessments) .

#### Family Services Worker

**Delta Corporation - 1992 – 1994**

##### Key Deliverables:

- Providing support services to families in Early Head Start program.
- Maintain client files, portfolios, and tracking.
- Various other duties as necessary.
- Accountable for planning and conducting outreach and enrollment processes for Head Start Working effectively with low-income families and parent .
- Monthly visits to see the children in their foster homes.
- Manage the lives of the foster children to ensure all needs were met from mental to physical.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

2259 Oak Street, Old Forge, New York, 13420

© This [Free Resume Template](#) is the copyright of Qwikresume.com. [Usage Guidelines](#)

# ROBERT SMITH

## Family Services Worker I

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

---

- Bachelors Degree in Psychology and Sociology - 1988(Western Kentucky University - Bowling Green, KY)