

ROBERT SMITH

Assistant Family Services Worker

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SUMMARY

Seeking a challenging career position, utilizing the knowledge, skills and abilities acquired as a Family Services Worker, Customer Service Representative, Collection Specialist, and Data Entry Clerk while assisting people of various socioeconomic backgrounds.

SKILLS

General Computer, General Office Machinery.

WORK EXPERIENCE

Assistant Family Services Worker

ABC Corporation - September 2003 – October 2005

- Required case management of families with child enrolled in Early Head Start (EHS) and Head Start (HS).
- Included development of service plan, regular home visits, ensuring children receiving medical and supplemental services as needed (i.e.
- Responsible for planning and organizing monthly Parenting Meetings that including an education/informational component to aid parents with life skills, parenting, self sufficiency and other needed skills.
- Able to establish meaningful and trusting relationships with participants while aiding in achievement of participants self sufficiency goals.
- Served as a liaison ensuring the child's overall needs were met.
- Successfully planned monthly Parenting Meetings. Lastly, was able to collaborate with other staff to host a community outreach event.
- Employed include but are not limited to case management, collaboration, planning, and file management.

Family Services Worker

Delta Corporation - 2000 – 2003

- Provided social service support to families predominantly at risk for poverty through a screening interview, provided referrals to community agencies,.
- Facilitated parent education support group meetings, maintained parent binders, community resources binders and parent education board, monthly home .
- Assemble official files for children according to established agency policy and procedure Ensure all necessary medical documents are in the file in .
- Columbia, TN Hours per week 40 Supervisor Jana Dugger (relocated) may contact Amy Coble, Program Director 931-380-2587 Okay to contact this .
- Work closely with educational supports and community supports to ensure that all spectrums of resource availability are seen.

- Administering drug tests to youths and adults on a random basis and thoroughly documenting results.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- MSW in Social Work - 2011(East Carolina University - Greenville, NC)