

Robert Smith

Associate Family Services Worker

PERSONAL STATEMENT

Seeking a professional career within the Human Services field that allows for managerial growth within the organization.

WORK EXPERIENCE

Associate Family Services Worker **ABC Corporation - March 2003 - May 2004**

Responsibilities:

- Completed assessments of families through home visits.
- Developed objectives and implement service plans for children and their families.
- Conducted regular reviews of those objectives and plans.
- Acted as a support and advocate for the child and family.
- Facilitated appropriate referrals and ensure appropriate links and partnerships with the Catholic community.
- Coordinated requirements for court hearings including preparing evidentiary materials, counselling family members regarding court procedures and reviewing case information with lawyers.
- Attended court as necessary in child welfare, juvenile, criminal and youth courts to give evidence in support of the agencies recommendation.

Family Services Worker **Delta Corporation - 2000 - 2003**

Responsibilities:

- Enrolled students in full day Head Start preschool -worked with families of pre-school aged children referring them to the proper agencies to support .
- taught daily lessons in full day pre-school.
- Conducted home visits & linked clients to community social service agencies Facilitated domestic violence workshops to promote self-sufficiency .
- Conducted home visits to program participants in to create family and individual treatment plans.
- Educated individuals on the appropriate resources available to ensure the families basic needs were being met.
- Contact662-252-1582Fax# 662-252-7253 Recruitment/Enrollment Assessed family strengths, planed goals, based on parental input Provided routine and .
- Responsible for the delivery of family service to Head Start-Early Head Start families - Recruitment of children for the program - Maintain children.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Word, Excel, Customer Service, Documentation, Documentation, Fax, Leadership Development.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor of Science in Individual & Family Development -
(Purdue University - West Lafayette, IN)