

ROBERT SMITH

Family Social Worker

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SUMMARY

Effective team player, highly motivated with excellent interpersonal and communication skills looking for a role where it is possible to advance based on merit. With a keen eye for detail and passion for customer service with excellent leadership skills and problem solver. Experienced includes high-pressure management roles, implementation of new use of operating systems.

SKILLS

Microsoft Office, Customer Service, Office Administration, Problem Solving, Communication, CPR, Bilingual, Computer , Data Entry, Documentation, General Office.

WORK EXPERIENCE

Family Social Worker

ABC Corporation - May 2014 – August 2014

- Maintained on-going effective working relationships with families.
- Established and maintained an ongoing recruitment process that will ensure enrollment of eligible children under the different WSMC funding sources criteria.
- Responsible to provide data of local farmers and crops if needed.
- Responsible to review and update eligibility of children and families.
- Responsible to input all family data into computer.
- Prepared and completed monthly reports and update information as needed and complete annual end of year report.
- Conducted home visits as stated on Service Plan.

Family Social Worker

Delta Corporation - 2010 – 2014

- Assist adopting families and birth parents with all areas of adoption To provide counseling and support Home studies Family meetings.
- Screening of inquiry calls for 11 county area Assessment of clients for appropriateness of placement Family counseling for parents of youth in .
- Charged with the assessment, planning, and goal monitoring of at risk families to prevent the loss of custody of children from their parents.
- Fostered therapeutic client relationships through systems theory, active listening, and advocacy interventions by connecting families with service .
- Produced timely, measurable progression in the reduction of known and accepted risk factors of family abuse or neglect issues.
- Provided communication plans, actions plans and learning modalities to families to ensure secure environments and the success of the family unit .

- Murcia, Spain Identified family risk and protective factors; Designed Personalized Development Plans; Advised clients about the need to modify family .

SCHOLASTICS

- BS In Criminal Justice