

ROBERT SMITH

Home Care Specialist

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Certified paraprofessional trained to assist with personnel care and home management as related to comfort, care, and safety of a clients home setting or assisted living facility. Motivated and very reliable. Seeking to find a position where I can manage utilizing key strengths within a diverse setting.

EXPERIENCE

Home Care Specialist

Banner Home Care - OCTOBER 2008 - 2010

- Handled incoming calls for new orders/requests for services.
- Gave verbal and written instructions to customers both internal and external.
- Individualized approach to customers and introduces self to the customer.
- Answered all phone calls and assists the caller until all needs are met.
- Entered accurate intake information from health care providers or referral sources in order to initiate the referral process.
- Determined appropriate referral patterns according to available service criteria.
- Gathered complete and accurate information in order to complete the Service Request form.

Home Care Specialist

Delta Corporation - 2013 - 2014

- Assisted clients in performing their daily routines like toileting, bathing, and grooming.
- Carefully check and monitor clients vital signs.
- Learned to deal with co-workers with equality regardless of race, culture, education, color, and religion.
- Provided Care as a CNA in home, hospitals, and community settings.
- Performed various tasks, such as vital signs, light housekeeping, companionship, errands, escorting, etc. Handled medications, personal needs, meals, and treated symptoms, day-to-day needs.
- Scheduled and confirmed appointments for clients.
- `#{job_description27}`

EDUCATION

- Bachelor of Science in Health Education - (Northern Arizona University - Flagstaff, AZ)

SKILLS

Strong Work Ethic, Interpersonal Skills, Problem Solving Skills.