Robert Smith

Associate Human Service Technician

CONTACT DETAILS

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PERSONAL STATEMENT

Continue work with those experiencing emotional, behavioral, and/or mental health issues.

WORK EXPERIENCE

Associate Human Service Technician

Wake County Human Services/Child Support Enforcement - January 2011 – 2020

Responsibilities:

- Conducted extensive telephone interaction with all participants involved.
- Maintained files, databases, and other information on client and services.
- Updated program files with current program information on eligibility guidelines and approved services.
- Provided general information on services to the public and participate in community initiatives promoting programs.
- Responsible for locating and investigating the absence of parents direct responsibility for referrals to caseworkers to enforce.
- Maintained current case information daily by reviewing the worklist managing system.
- Processed all subpoena and motions for judicial enforcement.

Human Service Technician

ABC Corporation - 2010 – 2011

Responsibilities:

- I worked With clients at their homes to provide supportive services.
- Had a lot of duties including but not limited to house keeping, doing charts on the clients, given out medicine to the clients, helping them with their day to day lives, and also transporting them to places they needed to go.
- I had a huge Impact on the clients i worked with, and they have let me into their lives and was that one person who was always consistent in their daily activities, coming in every day with a smile on his face.
- Skills Used On this Job i demonstrated a lot of skills including interacting with my other people.
- i talked and conversed with my clients every day and told them how my day was going and asked a lot of questions.
- Also demonstrated the take charge skill which is when something goes wrong you are the person they look up to fix things and lead.
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

CPR certification, Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Business Administration - (Johnson C. Smith University - Charlotte, NC)

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