



ALEXANDER SCOTT

Income Maintenance Caseworker

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Experienced Income Maintenance Caseworker with a decade of expertise in eligibility determination and case management. Proficient in assessing diverse client needs, ensuring compliance with regulations, and streamlining public assistance processes. Committed to enhancing community welfare and empowering individuals through access to vital resources.

WORK EXPERIENCE

Income Maintenance Caseworker

📅 Mar / 2018-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Provided comprehensive intake services for applicants seeking Work First benefits, gathering essential client information and resources.
2. Facilitated orientation sessions, ensuring clients understood the application process and requirements.
3. Verified client information, including address, income, and child support compliance to determine eligibility.
4. Conducted budget analyses to calculate monthly benefit amounts, ensuring accurate processing of cases.
5. Issued Work First benefits monthly and processed emergency assistance applications efficiently.
6. Managed case terminations due to non-compliance as directed by social worker requests, maintaining regulatory standards.
7. Scheduled client appointments for case reviews, ensuring all documentation was prepared and verified.

Income Maintenance Caseworker

📅 Mar / 2015-Mar / 2018

Crescent Moon Design

📍 Portland, OR

1. Administered case management for individuals with diverse social and economic challenges, promoting self-sufficiency.
2. Conducted thorough interviews to assess needs and verify eligibility for public assistance programs.
3. Maintained accurate records and documentation to ensure compliance with state regulations and policies.
4. Utilized strong analytical skills to evaluate financial information and determine benefit levels.
5. Provided referrals to additional services, including food assistance, housing support, and WIC programs.
6. Collaborated with community resources to enhance support for clients and facilitate access to necessary services.

EDUCATION

Bachelor of Science in Social Work

📅 Mar / 2012-Mar / 2015

University of Springfield

📍 Phoenix, AZ

Focused on social services and community welfare, providing a strong foundation for case management.

SKILLS

Conflict Management

Time-sensitive Decision Making

Critical Thinking

Advocacy

Social Services Knowledge

Community Outreach

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

📄 Puzzle Solving

STRENGTHS

📋 Stewardship

👥 Teamwork

🔑 Tenacity

🔭 Vision

LANGUAGES



English



French



Arabic

ACHIEVEMENTS

★ Successfully processed over 1,000 applications for public assistance programs, ensuring timely access to benefits.