# ROBERT SMITH

## Lead Job Coach

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## SUMMARY

Experience Lead Job Coach who excels at relationship building. Knowledgeable in providing friendly, thorough customer service to clients, families and fellow professionals. Skilled at problem-solving and conflict resolution, and able to help encourage teamwork. Able to network with public organizations and businesses to create successful partnerships. Adept at handling confidential and/or sensitive information.

## SKILLS

Fast Learner, Faxing, General Office, General Office, Human Resources, HIPAA, Internet, Inventory, Interpersonal, Leadership, Microsoft Word, Microsoft Excel

## WORK EXPERIENCE

### Lead Job Coach

ABC Corporation - February 2015 – Present

- Specialization in the assessment of employment readiness of individuals with a mental health diagnosis and co-occurring illnesses through the review and analyzation of all mental health records, one on one interview, and clinical testing to determine the positive likelihood of involvement in competitive employment.
- Helping people with career development, professional goals, and long-term workplace success strategies.
- Performing training of a consumer using structured intervention techniques to help the consumer learn to perform job tasks to the employers specifications and to learn the interpersonal skills necessary to be accepted as a worker at the job site and in related community contacts.
- Other related duties include related assessment, job development, counseling, advocacy, travel training and other services needed to maintain the employment.
- Mentoring clients to identify professional opportunities and provide advice and direction on how to best approach different projects, relationships, and work plans.
- Helping clients develop strategies for improving performance in particular areas.
- Helping identify what a consumer is doing well and assisting in capitalizing on ones strengths.

### Job Coach

ABC Corporation - August 2006 – October 2014

- Provided regular job coaching. Intervened when appropriate to train, give instruction and guide the individual in performing the responsibilities of their job.
- Educated the individual in the appropriate work behaviors including work habits, dress, taking breaks, hygiene, etc.
- Interfaced with the job site supervisor to ensure the communication of any job-related issues including the individuals performance and progress.

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- Responsible for providing skill training, personal assistance care, support, and constant supervision to a group of people working in the community.
- Completed data collection for each person assigned.
- Administered medication as prescribed on the Physicians Medication Order Form.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

## SCHOLASTICS

- Bachelor Of Arts in Political Science - 2005 (RUTGERS COLLEGE - New Brunswick, NJ)Career And Technical Endorsement - (Oswego County BOCES)

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