

# ROBERT SMITH

## Asst. Juvenile Counselor

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An Administrative Support or related position where will use organizational experience and interpersonal skills to provide superior customer service and promote efficient office operations.

## EXPERIENCE

### Asst. Juvenile Counselor

#### Tw Ponessa And Associates - OCTOBER 2009 - 2020

- Supervised 4 to 5 staff to ensure a quality after school program that parents felt safe leaving their child.
- Reinforced behaviors and dealt with the major concerns that came along with the program.
- Ensured proper safety to children while in the care of program.
- Observed disruptive behaviors and prompt children to make better choices.
- Decided on and recommend proper placement for child based on treatment plan.
- Provided structure in an Alternative Education classroom setting.
- Counseled problem behaviors.

### Juvenile Counselor

#### Delta Corporation - 2005 - 2009

- Included group therapy and working with JRA SO clients ages 12 to 18.
- Provided instruction and guidance for handling daily maintenance and social experiences Compiled daily behavioral log Instructor for weekly drug and .
- Role modeling Activity planning Behavior Management General day to day care of juveniles Guidance counselor Transportation to and from facility .
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- Provided behavior, substance abuse, and mental health counseling; charted progress/regress.

## **EDUCATION**

- Criminal Justice - 2011(ashford university - Clinton, IA)

## **SKILLS**

Budget Management, Oversight Of Personel Functions, Oversight Of Program.