ROBERT SMITH

Juvenile Counselor II

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Public Policy and Administration (MPA) graduate with a diverse multi- disciplinary background. A strategic thinker with active knowledge of performing analysis, research, and reporting findings. Able to successfully conceptualize, research, organize specific projects in a timely manner. Strengths in performing multi disciplinary projects, which include aspects of statistics, social sciences, and mathematics.

FEBRUARY 2008 – MAY 2008

JUVENILE COUNSELOR II - ABC CORPORATION

- Interventioned with youth on behavioral issues and other complex problems.
- Completed documentation as requested, through e-mail, micro soft word, micro soft excel.
- Arranged youth releases and visitation appointments.
- Counseled youth and encourage youth to finish school.
- Monitored Case Treatment Plans.
- Maintained clinical records as designated by policies and procedures.
- Assigned training classes, physical observation, significant observation notes, and any behavioral management programs.

2004 – 2008

JUVENILE COUNSELOR - DELTA CORPORATION

- Supervise and counsel juveniles, conduct transports to courts or appointments, contact probation officers, and ensure their safety while in the our .
- My primary responsibility is to work with juveniles to help them complete their required programs through structured rules and teaching social skills .
- Counseled felony youth Provided guidance & structure in a controlled living environment Supervised and interact with youth, assisting with issues and .
- Provide a secure environment for the habilitation and custody of youth without endangering private citizens, other residents, staff or property .
- Over my seven year stint as uncle and counselor in the detention home both lock up and the shelter, I conducted at least two dozen extreme crisis .
- True Balance, Steubenville, OH.
- Secure juveniles in a detention facility Conducted manual daily searches of juveniles and the facility Escorted and secured residents during transit .

EDUCATION

Master of Public Administration in Public Policy Budgeting and Fiscal

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Administration - 2009(University of Baltimore - Baltimore, MD)

SKILLS

Sales, Management , Administrative, Counseling.