ROBERT SMITH

Resident Mentor

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Resident Mentor with 10 plus years of experience providing both academic and emotional support during students by checking in and communicating one-on-one, and encouraging and attending team-building activities. Experience In A Social Service Environment Including Direct Care And Case Managing Mentally Retarded, Developmental Disabled, And Mental Health. Excellent Counseling, And Direct Care. To acquire a position within a company that allows me to utilize my skills, knowledge, and experiences, for the positive benefit of the company.

JANUARY 2010 – PRESENT

RESIDENT MENTOR - ABC CORPORATION

- Developing and utilizing supervision plans for assigned adoptive parents.
- Creating a client-specific treatment plan for each assigned child prior to placement and submit the plan for review by the appropriate staff.
- Visiting each assigned child in the adoptive home a minimum of once a week, each is being documented.
- Clinically and administratively supervising foster parents an average of one hour per week, assessing the childs progress toward treatment goals.
- Coordinating diagnostic information from all parties on the childs treatment team, coordinating treatment-planning sessions, notifying all pertinent parties, facilitating the meeting and documenting progress/regression regarding treatment goals.
- Ensuring implementation of the treatment plan, consulting with regional director/clinical supervisor regarding the issues relating to the resources necessary for plan implementation.
- Maintaining communication with the adoptive family to provide supervision, encouragement, support, counseling, and intervention necessary in the home environment.

APRIL 2008 – MARCH 2009

SUMMER MENTOR - ABC CORPORATION

- Resided with and directly supervise a group of 8-10 students.
- Set high standards of academic and personal excellence for students and challenge them to meet their potential.
- Implemented and reinforced the Program’s Student Code of Conduct.
- Worked closely with the instructors of assigned classes during and outside of class – to provide interventions and support services identified by the instructor.
- Met weekly with instructors of assigned classes to complete documentation.
- Conducted a tutoring session with each student in classes assigned.

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EDUCATION

Masters in Criminal Justice - 2007 (Everest University - Tampa, FL)BS in Social Work - (Albany State University - Albany, GA)High School Diploma - August 2000(Kerman High School)

SKILLS

Microsoft Word, Excel, Client Needs Assessment & Response, Customer Service, Case Planning And Management, Community-client Relations