

# ROBERT SMITH

## Assistant Program Instructor

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Motivated team player with almost 10 years in the helping field. Creative problem solver who can see the big picture but never lose sight of the details. Goal driven achiever with strong organizational skills. Focused, trustworthy and dependable professional. Caring and compassionate helper who adheres to strict confidentiality policies.

### 2013 - 2020

#### ASSISTANT PROGRAM INSTRUCTOR - HOPE NETWORK OF CADILLAC

- Supported and advocated to ensure quality of life for individuals diagnosed with Autism and other developmental disabilities.
- Implemented and modeled goals developed to assist in skill development in areas of money management, ADLs, and overall independence.
- Transported consumers to and from work sites and places in the community.
- Lead instructor of introductory classes, birthday programs, clubs and other classes for people of all ages.
- Developed new ways to teach programs and improved those already established.
- Planned and implemented activities utilizing community resources.
- Performed duties in a manner that demonstrates advocacy for adult needs.

### 2011 - 2012

#### PROGRAM INSTRUCTOR - DELTA CORPORATION

- Leadership of student/professional groups in team building and outdoor education.
- In charge of organizing activities for afterschool homework group as well as tutoring and behavioral management.
- implementation of daily instruction programs Evaluating performance of individuals and suggestions to develop performance reviews for their IEP .
- Mentoring with homework after school, planning activities, leading independent living skills.
- Set up and instruct several computer programs Plan and prepare a variety of age appropriate activities for small groups of children.
- Helped run a program for at-risk youth.
- In this program we helped troubled youth with school, court and home issues, as well held counseling sessions.

## **EDUCATION**

BA in Human Service Program - 2012(Baker College of Cadillac - Cadillac, MI)

## **SKILLS**

Nextaff Agency: Receptionist Doctor Offices. Scheduled appointments, Pull charts, took payments.