

ROBERT SMITH

Sr. Psychosocial Rehabilitation Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a position that will utilize skills as an excellent communicator, hard worker, and team player, as well as challenge me and help me to grow as an individual, professional, and a team member.

CORE COMPETENCIES

Microsoft Office, Microsoft Excel, Mainframe Systems, Computer Literate, Social Networking, Scheduling.

PROFESSIONAL EXPERIENCE

Sr. Psychosocial Rehabilitation Specialist

ABC Corporation - November 1999 – February 2015

Key Deliverables:

- Assisted adults and children with severe mental illness to function in everyday settings and experiences.
- Administered Mental Health and Job Assessments.
- Registered clients for Public Entitlements.
- Managed caseload of 50-100 clients at a time.
- Recruited clients for employment, job search, build resume, applying for jobs, assist in training at Transitional Employment Sites, and job coaching at place of employment out in the community.
- Taught Budgeting Skills class, Alcohol & Substance Abuse group, Daily Living Skills, and Job Skills class.
- Partnered with Case Manager, medical doctors, psychiatrists, and pharmacists to ensure proper functioning in the community and everyday situations.

Psychosocial Rehabilitation Specialist

Delta Corporation - 1996 – 1999

Key Deliverables:

- Worked with behaviorally challenged, mentally ill, and emotionally disturbed children who were not able to function appropriately in the public .
- Encouraged positive behavior change through positive communication, teaching skills, and behavior modification techniques.
- Completed documentation required by Medicaid for billing purposes as well as required record keeping Maintained flexibility and promptness in .
- Worked with children and their parents on how to help with anger management, ADHD, depression; etc Wrote and submitted weekly and monthly reviews I .
- Teach and model positive social skills, effective communication, coping skills, moral reasoning, self-sufficiency, behavior management and social .

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- Complete billing information according to established procedures (Medicaid) Responsible for developing and writing 30 day progress notes on .
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Bachelor in Anthropology & Sociology - 1993(Rockford College - Rockford, IL)