

ROBERT SMITH

Residential Support Specialist

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

SUMMARY

Seeking a Residential Support Specialist professional position where my experiences and strengths will contribute to the success of myself as well as the success and profitability of the company.

CORE COMPETENCIES

Human Relations, Detail-oriented, Money Management, Administrative Skills.

PROFESSIONAL EXPERIENCE

Residential Support Specialist

ABC Corporation - October 2014 – October 2015

Key Deliverables:

- Collected data for monthly reviews with clients and counselors, data used to determine clients moving up a level in their program, or staying at the level they were presently on.
- Helped residents to maintain the highest possible level of independent living.
- Assisted residents with oral and personal hygiene.
- Helped to maintain an atmosphere conducive to the home of the clients served.
- Assisted individuals with preparation of daytime activities; encouraged good personal hygiene, and behavior appropriates.
- Scanned and filed medical documents, consumer daily progress, took vitals and encouraged social behavior.
- Documented incident reports (CIR) accurately and timely as required by policy.

Residential Support Specialist

Delta Corporation - 2016 – 2018

Key Deliverables:

- Cooked and cleaned for mentally and physically disabled.
- Made sure clients are ready on time.
- Properly took care of low functioning disabled people.
- Assisted them in making decisions about their own lives based on their specific situations, based on the parameters of state guidelines. Monitored clients or patients daily activities.
- Provided support and guidance to individuals with developmental disabilities with their daily routines, and recreational activities.
- Prepared dinner; Changed soiled linens and diapers.

EDUCATION

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Certificate in Human Services - (Erie Community College - Buffalo, NY)

