

ROBERT SMITH

Shelter Counselor

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To secure a full time Shelter Counselor position as a professional in assisting the well being of others, Accepting other duties or work locations as assigned in order to meet the needs of the organization during weather or other emergencies.

EXPERIENCE

Shelter Counselor

ABC Corporation - APRIL 2007 - APRIL 2009

- Processed intakes and discharges of women entering and leaving the shelter.
- Worked with law enforcement, hospital personnel and residents within the community regarding women and children involved in domestic violence and/or sexual assault situations.
- Helped link women and children to resources within the community.
- Maintained the shelter and answered the crisis line providing support and counselling for those in crisis.
- Completed required paperwork including the residents contract, emergency contact and statistical information required by VOCA (victims of crime act).
- Provided emergency counseling and crisis intervention.
- Processed intakes and completed termination summaries.

Shelter Counselor

Delta Corporation - 2004 - 2007

- Provided direct assistance and counseling for children and youth and their families.
- Mentored youth staying at the shelter.
- Completed intakes and discharges of residents.
- Worked with social services case workers through the Department of Human Services, Child Welfare Division, police authorities and the parents and/or guardians of the children staying at the shelter.
- Completed general paperwork including youth contracts.
- Maintained the shelter, including; cleaning, cooking, and keeping the children safe during their stay.
- Offered youth a safe and structured environment to sleep, eat, socialize, recreate, study, and plan for the future with positive adult role models.

EDUCATION

- Masters In Social Work



SKILLS

Microsoft Programs, Residential Skills.