

Robert Smith

Social Work Assistant II

PERSONAL STATEMENT

To achieve a Social Work Assistant position where can utilize strong background in the field of social services as well as other work experiences and training.

WORK EXPERIENCE

Social Work Assistant II

ABC Corporation - May 2010 - September 2010

Responsibilities:

- Performed Assessments, as well as Quarterlies and Annuals on Residents progress.
- Discharged planning with residents and family members.
- Worked closely with Rehab staff on residents progress and safe discharge to home or nursing home.
- Assisted residents and families with community resources and applications.
- Assisted with activities and outings residents attended.
- Kept notes, faxing residents information such as history and physical notes, rehab notes, and any type of progress notes for the resident to be sent home with continued home health and therapy services.
- Communicated and arranged Home Health Services with a variety of Home Health Companies through the Valley, as well as arranging any DME (Durable Medical Equipment) needed for any resident.

Social Work Assistant

Delta Corporation - 2009 - 2010

Responsibilities:

- Completed Admission and Social Work Assessments on incoming residents.
- Formulated care plans and MDS packets according to the residents needs.
- Met with Primary care providers and clinical staff to discuss discharge or long term transition planning.
- Arranged for comfort care to residents and family members diagnosed with terminal conditions in their final life stages Assisted marketing office.
- Conduct outreach to locate, engage and attempt to enroll eligible patients into the Health Home Care Management program - Evaluate clients.
- Complete, review and process applications for benefits and entitlements for various government and community agencies.
- Coordinate requests for medical home care services through Medicaid, Managed Care and Managed Long Term Care insurance providers.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Crisis Intervention,
Behavior Management,
Case Management,
Client Advocacy.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

BACHELOR OF SOCIAL WORK - (University of Texas Pan American -
Edinburg, TX)