

Robert Smith

Social Work Assistant/Representative

PERSONAL STATEMENT

Seeking a part-time challenging opportunity in an administrative support role where advanced skills, education, and extensive training and many years of experience can be utilized.

WORK EXPERIENCE

Social Work Assistant/Representative

ABC Corporation - July 2011 - October 2011

Responsibilities:

- Worked side by side with the facility Social Worker.
- Interviewed patients/families to complete psychosocial assessments.
- Attended and participated in multidisciplinary team meetings.
- Arranged patient ancillary appointments and coordinated transportation.
- Coordinated resident room changes.
- Worked closely with the Ombudsman.
- Maintained positive community relationships.

Social Work Assistant

Delta Corporation - 2008 - 2011

Responsibilities:

- Documented, electronically, all client information including service plans, treatment reports, and progress notes Collaborated closely with treatment.
- Assisted the house parents in consulting the foster children Organized therapeutic learning activities for the foster children Acted as a role model.
- Conduct mental health assessments on clients, collaborate with a psychiatrist plan of care for patients, attend court dates, conduct daily group.
- Under supervision, provided clients alternatives to incarceration.
- Conducted psychosocial interviews and created reports for public defenders; reviewed medical, psychiatric, and educational records; interviewed client.
- Coordinated witnesses; arranged for competency evaluations, and created discharge plans utilizing community resources.
- Provided case management and counseling services to hemodialysis patients and patients on the medical/surgical, ICU, PCU, CCU, oncology.

Education

BS - (Lodi High School - Lodi, CA)

CONTACT DETAILS

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

SKILLS

Word, Excel, Power Point,
McKesson, Health
Connect.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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