ROBERT SMITH

Social Worker Assistant II

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SUMMARY

To work in the Healthcare profession in a position that will allow to utilize acquired skills in the field of Health Information Technology, and provide opportunity for professional growth and advancement.

CORE COMPETENCIES

Microsoft Word, Strong Organizational Skills, Proficient in Spanish.

PROFESSIONAL EXPERIENCE

Social Worker Assistant II

ABC Corporation - February 2011 – July 2013

Key Deliverables:

- Responds to inpatient consultations and outpatient referrals for patients with medical problems requiring special services.
- Assisting and arranging for services for complex cases requiring to extend intensive support or services over a long period of time.
- Interviews and counsels patients, family members and others to obtain assess social and financial history needed to plan services.
- Consults with doctors and nurses to determine a patients level of functioning.
- Develops discharge plans to include the establishment of timely goals.
- Discusses the plan with patient and family covering services and financial assistance available through private organizations.
- Coordinates patient services with military and civilian agencies, to coordinate patients needs, eligibility for services or assistance.

Social Worker Assistant

ABC Corporation - 2008 – 2011

Key Deliverables:

- Participated in the Health Care for Homeless Veterans Program and assisted clients from all psycho - social and economic backgrounds.
- Assisted clients to overcome physical and psychological barriers and regain confidence through one on one career assessment by setting realistic and obtainable career goals.
- Provided information and referred individuals to public and private agencies or community services for assistance.
- Attended group meetings to provide information on agency servicees, requirements and procedures.
- Abetted coordinator of Job Readiness Program to establish objectives, implement plans, assess results, report on outcomes.
- Impacted this organization by helping thousands of Veterans.
- Skills Used Advance computer skills and excellent people skills..

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EDUCATION

- Bachelor's in Social Psychology - (Park University Ft. Bliss - Fort Bliss, TX)

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