

ROBERT SMITH

Support Services Coordinator I

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Professionally trained (Residential Support Service Coordinator), with experience ensuring high standards of competent care for a wide variety of patients with dual disabilities. Professionally trained(Correctional Officer II), with experience in 212 Mid Pines Court 1D maintaining security, care, custody, and control.

EXPERIENCE

Support Services Coordinator I

ABC Corporation - DECEMBER 2002 - DECEMBER 2005

- Provided supportive services to people living with HIV/AIDS and their family members.
- Conducted Assessments, Psychosocials and case conferences.
- Developed Treatment Plans for new and active clients.
- Provided supportive individual, couples and family counseling.
- Provided referrals and service coordination follow-up encounters with clients.
- Provided provisional back-up coverage for Intake Coordinator.
- Facilitated ASCs Womens Support Group and Women Healing Women group.

Support Services Coordinator

Delta Corporation - 1997 - 2002

- Duties included purchasing, filling orders, accounts payable, inventory, responsible for supplies for 25 branches.
- Operation of Pitney- Bowes mail machine.
- Negotiation of all maintenance and equipment contracts.
- i.e. o Filing System o Storage Room o Printed Material Section o Kitchen/Break Room.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- Master's in Social Work - (Yeshiva University, Wurzweiler School of Social Work)

SKILLS

Organization And Office Management, Project Management, Event Planning, Microsoft Office Suite, Budget Management, Eclinical Works Software, Communications, Switchboard, Customer Relations.