ROBERT SMITH

Treatment Coordinator/Marketing Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Goal oriented, energetic with a high level of integrity and the ability to achieve maximum potential. Strong communication and collaboration skills used to facilitate a shared, clear, company vision and direction. Willingness to take on added responsibility. Enthusiastic team player with a strong work ethic and problem solving skills. Seeking a challenging position utilizing current skills and abilities.

CORE COMPETENCIES

Microsoft Office, Outlook.

PROFESSIONAL EXPERIENCE

Treatment Coordinator/Marketing Coordinator

National Youth Advocate Program - April 2010 – 2019

Key Deliverables:

- Interview and review youth intake/case history information, complete diagnostic assessment, develop youths Initial Service Plan with foster parents and case worker.
- Coordinate and monitor mental health, medical, educational, vocational and social services obtained in the community, assist in family reunification efforts with the youths family or other permanent plan consistent with the Initial Service Plan.
- Collaborate with the foster home licensing specialists and support staff to ensure adherence to agency licensure and compliance requirements.
- Community Psychiatric Supportive Treatment Coordinator Perform evaluation and assessment, assistance and support in crisis situations, intervention, symptom monitoring and self-management of psychiatric symptoms.
- Perform coordination of services identified in ISP and assisted in increasing social support skills and networks, and gaining access to essential community resources.
- Kinship Coordinator Researches Kinship placement options, conduct home visits, contribute to making placement decisions based on State and Federal regulations for the safety and permanency of the youth in need of placement.
- Develop working relationships with kinship families, and develop new resources and gain knowledge of upcoming placements and services available.

TREATMENT COORDINATOR

ABC Corporation - 2007 – 2010

2259 Oak Street, Old Forge, New York, 13420

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Key Deliverables:

- Performed intake and psycho-social assessment of Federal prisoners entering a community corrections facility before being released into the community after incarceration.
- Determined individual Treatment Plans.
- Coordinated drug, alcohol, and mental health treatment for all facility residents per Federal requirements.
- Conducted individual counseling sessions with residents attending in-house treatment.
- Interact closely with the Federal Bureau of Prisons liaison and the US Probation Office regarding program adherence, client education, and treatment goals.
- Taught mandatory substance abuse education, life skills, parenting, anger management, consumer and health education, and womens issues classes.
- Supervised one part time instructor Behavioral Systems Southwest, Tucson, AZ, 4/02 to 3/06..

EDUCATION

Master of Social Work in Social Work - (The Ohio State University - Columbus, OH)

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