
Family Advocate Resume

Job Objective

Seeking a Family Advocate position in a stable company where I can use my skills to benefit the company.

Highlights of Qualifications:

- Hands-on experience in coordinating with special service agencies for family services
 - Immense knowledge of community based organization
 - Exceptional knowledge of local community resources
 - Ability to participate in parent workshops to develop child activities
 - Ability to develop and maintain professional relationships with children and parents
 - Familiarity of providing training to young children
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Professional Experience:

Family Advocate
SafeHaven, Riegelsville, PA
August 2012 – Present

Responsibilities:

- Developed care plans and facilitated learning activities for children.
- Performed assessment on various child development issues.
- Maintained knowledge of infant and toddler requirement.
- Performed development screenings for infant, toddlers and parents.
- Maintained records of immunization chart for children.
- Prepared and implemented parent education for various participants.

Family Advocate
Suncoast Center, Inc., Riegelsville, PA
May 2009 – July 2012

Responsibilities:

- Assisted parents to schedule appointments and ensured compliance to dental programs.
 - Coordinated with teachers and provided assistance in transition service.
 - Collaborated with core team and assisted students with any disability services.
 - Provided assistance for various medical and dental emergency services.
 - Performed screening for children to identify any issues in hearing or vision.
 - Administered individual medication and obtained parental consent.
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Education:

Bachelor's Degree in Human Services
Southern Vermont College, Bennington, VT

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