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## Addictions Worker Resume

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### Job Objective

To obtain an Addictions Worker position where my years of experience and training can be used to benefit the company to help it grow and thrive

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### Highlights of Qualifications:

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- Vast experience in developing and monitoring various adult programs
  - Exceptional knowledge of various programs and associated 12 step fellowships
  - Wide knowledge of human behavior, alcohol, drugs and solvents
  - Profound knowledge of developing programs for adult issues
  - Ability to work in a group and use various visual and audio stimuli
  - Ability to meet all requirements of patients and its family members
  - Familiarity in handling all confidential information related to patients
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### Professional Experience:

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Addictions Worker  
Kaseman Hospital, Columbus, OH  
February 2005 – Present

- Administered all requirements of patients during treatment of patients and ensured optimal therapeutic services.
- Maintained confidential information of patients.
- Helped all patients in completing treatment effectively.
- Prepared and recorded all patient progress reports and updated it regularly.
- Managed paperwork for various departments such as courts, probation and parole with necessary patient information.
- Ensured compliance to all Federal and State laws in maintaining records.
- Assisted various local agencies and facilitated patient progress for each cases.

Addictions Worker  
Mercy Philadelphia Hospital, Columbus, OH  
August 2000 – January 2005

- Assisted in providing treatment to individual patients with help of therapeutic facilities and individual counseling.
  - Prepared comprehensive plans for inmates, drafted short and long term goals of inmates with help of input provided.
  - Coordinated with inmates and developed self help groups for inmates.
  - Maintained and updated each client files for treatment and ensured its compliance with agency policies.
  - Managed all information and ensured confidentiality information according to Federal rules.
  - Collaborated all client data and submitted it on a weekly basis to be submitted to WestCare database.
  - Participated in various training programs and conducted various assessment tests on same.
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### Education:

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Bachelor's Degree in Human Services  
Arizona State University, Tempe, AZ

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