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## Child Welfare Worker Resume

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### Job Objective

Experienced Child Welfare Worker seeking position with strong company in which to use my skills to further my career and contribute to the success of organization.

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### Highlights of Qualifications:

- Remarkable experience managing work as a Child Care worker, maintaining relationships with families by regular home visits
  - Good understanding of the Child Welfare Act and Child Welfare Agency
  - Exceptional knowledge of Native American Indian Tribal communities
  - Ability to conduct home visits
  - Ability to organize & maintain client and agency records
  - Ability to conduct policy and program research
  - Ability to make home visits and conduct mentor group meetings
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### Professional Experience:

Child Welfare Worker  
Adult and Child Inc., Baton Rouge, LA  
February 2005 – Present

- Investigated various cases in Children's court and made all referrals for all minors involved in case.
- Developed all case plans and provided administrative support in case of minors.
- Prepared reports to be submitted for all Tribal and Circuit Children Court's.
- Maintained all confidential information and ensured it is not disclosed to non-party people.
- Managed reports for funding sources and recorded department funds and grants.
- Coordinated with Tribal and County Programs and Family Service Staff for providing management to clients.
- Participated in various staff meetings and training programs related to Child Protection Team.
- Assisted various prosecutors in filing petitions for child support, conducting investigations as required.

Child Welfare Worker  
Lutheran Services, Baton Rouge, LA  
August 2000 – January 2005

- Coordinated with various child welfare teams in compliance with Family Services and IL Department of Children.
  - Participated in various child and family team meetings.
  - Administered various court hearings for juvenile court and assisted in providing testimony for same.
  - Monitored all tasks according to service plans.
  - Provided support to workers and provided necessary support to clients.
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### Education:

Bachelor's Degree in Social Work  
Montclair State University, Upper Montclair, NJ

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