Client Care Counsellor Resume

Job Objective

Seeking a position as Client Care Counsellor in a reputed organization where I can utilize my knowledge and experience.

Highlights of Qualifications:

- Hands-on experience in providing counseling and therapeutic care to clients
- Profound knowledge of correctional practices, criminal justice, and human services
- Outstanding knowledge of case management, interviewing, and behavior management
- Familiarity with all available community resources for clients
- Ability to create, implement, and manage client-specific care plans
- Ability to deal with people from diverse cultural backgrounds, in a diplomatic manner

Professional Experience:

Client Care Counsellor
CRC Health Group, Boulder, CO
August 2012 – Present

Responsibilities:

- Executed client intake procedures and assisted with client orientation process.
- Monitored and managed clients during daily living activities and recreational tasks.
- Planned and managed medical appointments, job schedules, and other weekday activities for clients.
- Made transportation arrangements and escorted clients to intended destinations.
- Obtained and maintained the inventory level of all needed supplies, on weekly basis.
- Complied with center rules and policies and ensured confidentiality of clients' information.

Client Care Counsellor
KidsPeace, Boulder, CO
May 2009 – July 2012

Responsibilities:

- Conducted client interview and delivered case management services, effectively.
- Liaised with assigned teams for client treatment and referred clients to relevant community resources.
- Provided crisis interventions and resolved all client-specific conflicts, efficiently.
- Produced and maintained correct and timely records and documents, as needed.
- Operated and maintained office telephone and other standard office equipments, properly.
- Built and maintained cordial relationships with clients, staff, and external service providers.

Education:

Bachelor's Degree in Psychology
Fisk University, Nashville, TN

Build your Resume Now