
Community Advocate Resume

Job Objective

To become a part of your team and serve as Community Advocate.

Highlights of Qualifications:

- Hands-on experience in managing community outreach programs
 - Immense knowledge of various human right laws and programs
 - Excellent knowledge of adult mental health and engagement requirement
 - Ability to coordinate with diverse cultures and community for programs
 - Ability to perform research and work on weekends
 - Familiarity of maintaining sensitivity of mental health issues
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Professional Experience:

Community Advocate
Twin Oaks Community Services, Lombard, IL
August 2012 – Present

Responsibilities:

- Administered crisis and advocated to resolve patient and client issues.
- Coordinated with professionals and evaluated various patient medical records.
- Provided counseling to clients and patients and assisted to recover in illness.
- Designed community development plans as per various social policies.
- Supervised efficient working of client services for patients.
- Prepared discharge plans for care facility for various community issues.

Community Advocate
WellCare, Lombard, IL
May 2009 – July 2012

Responsibilities:

- Assisted citizens with different inquiries and resolved complaints effectively.
 - Monitored various complaints by the citizens coming to the city department.
 - Scheduled repair activities within office facility in coordination with various departments.
 - Evaluated processes and prepared draft for human right projects.
 - Participated in consumer workshops and training programs.
 - Designed and distributed an employee newsletter on monthly basis.
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Education:

Bachelor's Degree in Social Work
Wichita State University, Wichita, KS

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