
Community Outreach Advocate Resume

Job Objective

Looking for work as Community Outreach Advocate where I can exercise my experience and skills.

Highlights of Qualifications:

- Substantial experience in monitoring cases of family disputes and domestic violence
 - Thorough knowledge of maintaining government housing services
 - Outstanding knowledge of local community resources
 - Ability to anticipate the changes required in community outreach activities
 - Ability to document processes as per required timeframe
 - Solid understanding of assisting clients to return to permanent housing
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Professional Experience:

Community Outreach Advocate
Choctaw Nation, Rancho Cordova, CA
August 2012 – Present

Responsibilities:

- Provided necessary assistance to every program participant for outreach activities.
- Assisted clients with legal issues and prepared budget for the same.
- Provided information for domestic violence and homeless issues.
- Supervised various activities of Salvation Army and provided assistance.
- Administered domestic violence cases and performed regular follow ups.
- Prepared reports for case plans and maintained records of various activities.

Community Outreach Advocate
Planned Parenthood, Rancho Cordova, CA
May 2009 – July 2012

Responsibilities:

- Evaluated outcome of various safety and security issues and achieved various objectives.
 - Planned and implemented intervention plans in coordination with victim.
 - Coordinated with case managers and other resources to provide assistance to other family members.
 - Administered implementation of final plans and maintained record of outcome.
 - Designed crisis intervention for victims and prepared a safety plan.
 - Prepared short and long term strategies and ensured achievement of community outreach objectives.
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Education:

Bachelor's Degree in Human Services
Weber State University, Ogden, UT

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