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## Human Service Worker Resume

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### Job Objective

Dedicated Human Service Worker searching for an opportunity to use my experience, skills and education to make positive contributions to growing company.

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### Highlights of Qualifications:

- Remarkable experience to supervise professional staff
  - Steep knowledge of federal, state and local laws
  - Huge knowledge of counseling principles and maintaining confidentiality
  - Familiarity with social, economic, health and cultural factors
  - Amazing ability to develop profitable relationships
  - Outstanding ability to operate computers and formulate case reports
  - Superior communications skills
  - Excellent management skills
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### Professional Experience:

Human Service Worker  
Community Solutions, Inc., Los Angeles, CA  
February 2005 – Present

- Conducted advanced level professional duties and administered group of staff.
- Acted as member of management team.
- Regulated proper coordination of services.
- Established consistent policies and administered employees.
- Oversaw patients and assisted them.
- Recorded patients' activities and served meals and helped with feeding.

Human Service Worker  
Greater Lynn Senior Services, Inc., Los Angeles, CA  
August 2000 – January 2005

- Gathered information required to evaluate client's needs and imparted coaching to staff.
  - Interpreted criteria for eligibility and analyzed client's problems.
  - Established plan of action and analyzed client progress.
  - Conducted home visits and referred clients to substitute care facilities.
  - Arranged transportation and imparted counseling services.
  - Extended casework services and conducted educational programs.
  - Maintained statistical data and formulated varied reports.
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### Education:

Bachelor's Degree in Human Services  
Central Connecticut State University, New Britain, CT

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