
Human Services Specialist Resume

Job Objective

To use my skills and abilities to obtain a position within an organization as a Human Services Specialist in my chosen field. Years of education and experience can help better the company as well.

Highlights of Qualifications:

- Huge knowledge of human resources
 - Deep knowledge of Medicaid policies
 - Familiarity with functional areas of human resources
 - Amazing ability to lead client-centered programs
 - Outstanding ability to perform documentation
 - Superior managerial, interpersonal and communication skills
 - Excellent strategic planning skills
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Professional Experience:

Human Services Specialist
Yamhill County, Chattanooga, TN
May 2006 – Present

- Administered specialized programs of chemical dependency.
- Handled program evaluation and imparted consultant and information activities.
- Assisted Program Manager and executed administrative tasks.
- Formulated client treatment and progress records.
- Analyzed program objectives and service delivery outcomes.

Human Services Specialist
Richland County, Chattanooga, TN
March 2003 – April 2006

- Aided groups and classes.
 - Managed engagement group for individuals.
 - Maintained service activities and consumer progress.
 - Established client service plans.
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Education:

Bachelor's Degree in Social Work
Trinity College, Hartford, CT
Master's Degree in Health and Human Services
El Centro College, Dallas, TX

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