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## Intake Worker Resume

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### Job Objective

To create a lasting relationship with well-established company in which my past experience will help me secure an Intake Worker position

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### Highlights of Qualifications:

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- Profound knowledge of SDM formats
  - Steep knowledge of court protocol and legal system
  - Huge knowledge of Structured Decision Making and Child Protection Law
  - Amazing ability to manage in emergencies and take team decisions
  - Outstanding ability to interpret complex directions
  - Superior marketing and presentation skills
  - Superior communication and problem solving skills
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### Professional Experience:

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#### Intake Worker

Gads Hill Center, Ellis Grove, IL  
February 2005 – Present

- Outlined documentation in legal files and managed formulation of reports in a timely manner.
- Assured completion of weekly billings.
- Designed schedule to sufficiently reflect parenting time.
- Managed after care and discharge services and handled financial information.
- Coordinated in IEPC meetings and educational meetings.
- Provided assistance to therapists in documentation.

#### Intake Worker

Jewish Child & Family Services, Ellis Grove, IL  
August 2000 – January 2005

- Managed foster care intakes with foster parents.
  - Monitored home visits and maintained relationships with referrals.
  - Developed pre-call strategy and used business management tools.
  - Recommended plans to intake new business and coordinated with the Director.
  - Corresponded in community collaborative.
  - Assisted licensing staff and established database to monitor inquiries.
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### Education:

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Bachelor's Degree in Social Work  
La Sierra University, Riverside, CA

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