
Intake Worker Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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:

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

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