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## Mental Health Specialist Resume

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### Job Objective

Professional Mental Health Specialist in search of a highly established firm that will allow me to further boost my career in this field

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### Highlights of Qualifications:

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- Experience in working with adolescents and children for mental health care and working with various populations
  - Outstanding knowledge of health care systems and reimbursements
  - Huge knowledge of mental health services and community services
  - Remarkable ability to work with families of mental health children
  - Exceptional ability to documents process and prepare correspondence
  - Excellent skills to motivate clients
  - Profound skills to work in a fast pace environment
  - Proficient in working with various genre of clients
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### Professional Experience:

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Mental Health Specialist  
Heartland Health, Eldred, PA  
May 2006 – Present

- Prepared various documents and performed interviews with various clients and parents.
- Managed and administered proper functioning of various psychological tests.
- Administered counseling of patients and prepared various treatment services.
- Performed various screening activities for referral services.
- Assisted all individuals in need of emergency treatment.
- Participated in all staff meetings and evaluated research results.
- Maintained records of treatment to patients and prepared plans for effective treatment.

Mental Health Specialist  
Sutter Health, Eldred, PA  
March 2003 – April 2006

- Coordinated with clients and groups for managing various cases.
  - Performed research for programs and evaluated related activities.
  - Prepared in service training plans and education programs patients.
  - Maintained client records and assisted in program planning.
  - Participated in various case conferences and designed treatment plans.
  - Trained volunteers for performing various programs.
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### Education:

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Associate Degree in Nursing  
Lac Courte Oreilles Ojibwa Community College, Hayward, WI

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