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# SOCIAL WORKER ASSISTANT RESUME

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## Objective:

Seeking a position as Social Worker Assistant where extensive experience and superior organization skills will be fully utilized.

## Summary of Skills:

- Energetic, enthusiastic, motivated to learn, Ability to multitask, and committed to quality care.
- Familiar with the operations and terminology of the dentistry.
- Excellent written and spoken language skills.
- Responsible, fast, and energetic.
- Profound ability to multi task.

## Work Experience:

Social Worker Assistant  
Erickson Retirement Communities, Boxboro, MA  
August 2005 to till date

- Demonstrated patient assessment, care plan, progress note and provided social services assistance.
- Involved into group therapy, developing, motivating and supervising of rehabilitation program.
- Arranged transportation arrangement and assistance for frail elderly.
- Managed assessments where needs are clearly defined and arranged appropriate care plans.
- Ensured to act fast crisis situations such as immediate need for shelter, childcare, and health care

Social Worker Assistant  
Helping Hands For Better Living Adhc, Boxboro, MA  
May 2000 to July 2005.

- Contacted clients and fixed appointments and ensured appropriate follow up.
- Advised clients about available resources; and worked within a multidisciplinary team and participated in associated meetings.
- Assessed clients needs and organized post-discharge domestic and personal care.
- Managed liaising with service users, their relatives and colleagues.
- Maintained and updated client records, generated reports and ensured to keep abreast of changes in legislation.

## Education:

Associate Degree in Social work  
University of Utah, Salt Lake City, UT

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