**Faith I.Robertson**

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**OBJECTIVE:** To obtain a rewarding position while fulfilling the social needs of others and applying my knowledge in a challenging work environment

**EDUCATION:** **Kingsborough Community CollegeBrooklyn, NY 01/08 – 06/09**

 Associates of Liberal Arts, A.A Graduated 06/09

 New York Technical Institute CUNY Expected Graduation 06/13

Concentration: Human Services minor in Social Welfare

**PROFESSIONAL SUNY Downstate University Hospital Brooklyn, NY 10/11-current**

**EXPERIENCE: College Assistant**

* Assisting students, alumni, staff and others in reviewing their academic files
* Responsible for processing all dated materials in an efficient and timely manner
* Logging in all pertinent information for added/dropped classes for each semester
* Filing all documents, verification, transcripts and medical releases in appropriate area
* Faxing, printing and assisting other staff members with clerical and administrative duties

 **Evelyn Douglin Center**

 **Residential Counselor Brooklyn, NY 08/2009-10/2011**

* Worked in an IRA setting with 8 developmental delayed adults
* Responsible for teaching ADL skills, feeding and administering medication
* Documented all activities, charted goal progress, reviewed res hab and ISP plans for goal accuracy
* Assisted individuals with grooming and meal preparation
* Knowledgeable of all consumers psychological and psychosocial history

 **Salvation Army (Temporary Position) New York, NY 01/10-07/10**

 **Retention Case Specialist**

* Analyzes (ACS) child welfare data to ensure program accuracy and precision.
* Processed closing cases in an expedient turnaround time via WITS.
* Reviewed childcare data to reflect accuracy with the system’s corresponding information.
* Organized medical and legal foster care documents attentively for storage.
* Maintained the system’s functions for accurate data reinforcement.
* Responsible for teaching WITS (ACS) data base program to new staff.

 **Salvation Army New York, NY 08/07-12/09**

 **Senior Family Case Planner Assistant**

* Maintained a case load of 25 foster care children and birth parents.
* Refer clients to intervention programs, waiver services and provided mental health resources.
* Participated in permanency planning services for foster children and families.
* Conducted monthly home visits to foster homes to ensure safety and wellness.
* Updated service plans, case notes, and attended court hearings.
* Assisted biological parents with services to achieve reunification with children.
* Observed agency visits and record detailed contacts between children and birth parents
* Wrote permanency reports, followed all HIPPA guidelines, and submitted reports weekly.

**SKILLS:**

* Strong computer knowledge CONNECTIONS, DYNIX and WITS program
* Windows applications e.g. Microsoft Word, Access, Excel, and PowerPoint
* Detail-oriented with exceptional communicational and writing abilities

**REFERENCES:** Available upon request