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SKILLS

- case management
- resource navigation
- client advocacy
- community outreach
- program development
- client engagement

EDUCATION

**BACHELOR OF ARTS IN PSYCHOLOGY,
UNIVERSITY OF MICHIGAN**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased client referral rates by 40% through targeted outreach initiatives.
- Awarded 'Excellence in Service' by the local community council in 2021.
- Developed a training program that improved staff capacity to serve diverse populations.

Michael Anderson

SOCIAL SERVICES COORDINATOR

Dedicated Social Services Coordinator with expertise in direct service provision and community outreach. Focused on delivering high-quality support to individuals facing socio-economic challenges. Strong background in case management, resource navigation, and client advocacy. Committed to empowering individuals and families through education and support services. Proficient in building rapport with clients and establishing trust to facilitate effective service delivery.

EXPERIENCE

SOCIAL SERVICES COORDINATOR

Integrated Family Services

2016 - Present

- Provided direct case management services to clients in need of social assistance.
- Developed individualized service plans to meet client needs and goals.
- Facilitated access to healthcare, housing, and employment resources.
- Conducted outreach efforts to connect with underserved populations.
- Maintained accurate client records and documentation.
- Participated in community events to promote available services.

CASE MANAGER

Community Resource Center

2014 - 2016

- Assisted clients in navigating social services and accessing essential resources.
- Conducted needs assessments to determine client eligibility for programs.
- Collaborated with community partners to enhance service delivery.
- Developed informational materials for clients on available resources.
- Provided ongoing support and follow-up to clients.
- Engaged in outreach activities to raise awareness about available services.