

A Social Services Assistant with entry-level experience, specializing in case management, conflict resolution, communication, and relationship building. A strong background in assisting families in obtaining mental health services and community resources.

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Professional Experience

Social Services Assistant

Boston Relief Nonprofit, Boston, MA May 2020 - Present

- Build long-term relationships with families, provide social services for 25+ cases, and coordinate with nonprofit agencies to ensure child welfare
- Create documentation on child neglect, domestic violence, abuse allegations, and living conditions and serve as an advocate during child custody proceedings
- Identify resources and create support structures for families to obtain counseling services, including rehabilitation for substance abuse issues
- Coordinate with the case manager to evaluate family dynamics, assess risk factors, and manage crisis situations

Volunteerism Experience

Volunteer

New England Support Center, Boston, MA May 2019 - May 2020

- Served as a volunteer for a support center providing mental health resources and shelter to victims of domestic abuse
- Communicated with clients to obtain information for case-workers and provided empathy and emotional support

Education

Bachelor of Science (B.S.) Social Work Boston University, Boston, MA September 2017 - May 2021 GPA: 3.7

Key Skills

- Psychology
- Social Services
- Case Management
- Relationship Building
- Child Welfare
- Family Dynamics

Certifications

 Academy of Certified Social Workers Credential (ACSW), Expected 2022