

[First Last Name]

[City, State] | [email@example.com] | [Phone Number] | [LinkedIn URL]

PROFESSIONAL SUMMARY

[Compassionate and client-centered Social Worker with [X] years of experience delivering case management, counseling, and advocacy services across [community mental health/child welfare/healthcare] settings. Skilled in comprehensive psychosocial assessments, crisis intervention, and strengths-based care planning to improve client safety, stability, and wellbeing. Adept at coordinating multidisciplinary services, navigating community resources, and maintaining detailed documentation aligned with agency and regulatory standards. Known for building trusting relationships with diverse populations and driving measurable outcomes in client engagement, housing stability, and service utilization.]

PROFESSIONAL EXPERIENCE

[Senior Social Worker] | [Community Mental Health Agency]

[Month YYYY] – Present | [City, State]

- [Conduct comprehensive biopsychosocial assessments for an average of [XX] adult clients per month, developing individualized service plans that increased treatment adherence by [XX]% over [timeframe].]
- [Provide ongoing case management, brief counseling, and crisis intervention for a caseload of approximately [XX] clients with co-occurring mental health and substance use disorders, resulting in a [XX]% reduction in emergency room visits and psychiatric hospitalizations.]
- [Collaborate with psychiatrists, nurses, housing coordinators, and community partners to secure benefits, housing placements, and vocational supports, successfully linking [XX]% of eligible clients to at least two new supportive services within the first 90 days of enrollment.]

[Social Worker] | [Nonprofit Family Services Organization]

[Month YYYY] – [Month YYYY] | [City, State]

- [Provided home-based case management and parenting support to [XX] at-risk families involved with the child welfare system, contributing to a [XX]% decrease in substantiated reports for participating households.]
- [Facilitated weekly psychoeducational groups on topics such as [positive parenting, stress management, and communication], achieving average attendance rates above [XX]% and consistently high participant satisfaction scores on post-group evaluations.]
- [Maintained timely, accurate case notes, service plans, and court reports within the agency's electronic records system, achieving [100%] compliance with internal audit standards and statutory reporting deadlines.]

EDUCATION

[Master of Social Work (MSW)] | [University Name]

[Month YYYY] – [Month YYYY] | [City, State]

- [Concentration in [Clinical Social Work/Community Practice/Child & Family Services]; completed advanced field placement at [Agency Name] focusing on [population or service area].]

[Bachelor of Social Work (BSW)] | [University Name]

[Month YYYY] – [Month YYYY] | [City, State]

- [Relevant coursework: [Human Behavior in the Social Environment], [Social Welfare Policy], [Research Methods], [Diversity & Social Justice].]

SKILLS

Clinical & Casework: [Psychosocial Assessment], [Case Management], [Crisis Intervention], [Motivational Interviewing], [Trauma-Informed Care]

Populations & Settings: [Children & Families], [Adults with SMI/SUD], [Homeless/At-Risk Populations], [Community-Based Services], [Outpatient Mental Health]

Systems & Tools: [Electronic Health Records (EHR)], [Case Management Software (e.g., [Foothold, Apricot])], [MS Office Suite], [Telehealth Platforms]

Collaboration & Advocacy: [Interdisciplinary Teamwork], [Client Advocacy], [Resource Navigation], [Service Coordination], [Community Outreach]

Documentation & Compliance: [Progress Notes], [Service Plans], [Court/Agency Reporting], [Confidentiality & HIPAA Compliance], [Outcome Tracking]

Core Competencies: [Empathy], [Cultural Humility], [Active Listening], [Boundary Management], [Time Management]

SELECTED PROJECTS & INITIATIVES

[Trauma-Informed Group Program Implementation] | [Community Mental Health Agency]

[Month YYYY] – [Month YYYY]

- [Co-designed and piloted a [10]-week trauma-informed psychoeducational group for adults with histories of complex trauma, integrating evidence-based practices such as grounding techniques and emotion regulation skills.]
- [Developed group curriculum materials, participant handouts, and evaluation tools, leading to [XX]% of participants reporting improved coping skills and reduced trauma-related symptoms on pre/post surveys.]

[Community Resource & Referral Guide Development] | [Nonprofit Family Services Organization]

[Month YYYY] – [Month YYYY]

- [Compiled and organized an agency-wide digital directory of local housing, food security, legal aid, and behavioral health resources, categorized by eligibility criteria and language accessibility.]
- [Trained a team of [XX] staff on using the guide, reducing average time to identify appropriate referrals by approximately [XX]% and improving consistency of resource information shared with clients.]