

David Hunter

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Overview of Qualifications

- ☑ Self-motivated professional with a strong commitment and excellent expertise in case management.
- ☑ Experienced in client support and services coordination.
- ☑ Expert at providing comprehensive administrative assistance to supportive and social services.
- ☑ Versatile and proactive problem solver with excellent interpersonal skills.
- ☑ Highly adaptable to ever changing circumstances within a fast-paced and demanding environment.

PROFESSIONAL EXPERIENCE

Safe Care & Development Center, Plano, TX

Subsidy Case Manager • 2016 - 2019

- Provided subsidized childcare to working, low income families, foster parents and Division of Youth and Family Services participants.
- Assisted clients with applications, charges of care, recertification or other issues.
- Offered therapeutic services and crisis intervention to emotionally disturbed children/adolescents.
- Investigated suspected cases of child abuse, neglect and exploitation.
- Provided crisis coverage for all care management organization families.
- Promoted agency information and parenting educational materials at community events.
- Responded to public requests for child care referrals and other resources.
- Counseled clients to help overcome personal, social, and behavioral problems.

Social Pro, Austin, TX

Senior Coordinator - Supportive Services • 2013-2016

- Provided general and advocacy related assistance to supportive and social services to all clients.
- Provided up-to-date information and clarifications regarding programs, such as Medicare, Medicaid, entitlements, and formal supportive and social services.
- Educated senior clients on the services available on the site and in the community.
- Met with clients on a daily basis to conduct regular therapeutic interviews.
- Prepared reports and case summaries; compiled work records, including required statistics.
- Ensured the appropriate level of services to alleviate and improve the quality of life for the seniors in the community.

EDUCATION

Texas State University, Austin, TX

Bachelor of Science in Early Childhood Education • 2012

SKILLS

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| - MS Office Suite | - Multi-Tasking |
| - Decision Making | - Planning and Organizing |
| - Flexibility | - Analytical Thinking |
| - Communication Skills | - Prioritizing |

REFERENCES

References are available upon request.