

Sample resume – social worker

Ms Selma Socialworker

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EDUCATION AND QUALIFICATIONS

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|------------------|---|
| Mar 2012-current | Bachelor of Arts / Bachelor of Social Work
Monash University <ul style="list-style-type: none">• Due for completion December 2015• Majors: History and Social Work |
| 2011 | Diploma of Tertiary Studies
Monash University |

SUPERVISED PROFESSIONAL PRACTICE

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|------------------------|---|
| 17 Sept – 21 Dec 2014 | Department of Health and Ageing
Community Partnership Program with Filipino Community Council of Victoria Inc <ul style="list-style-type: none">• Conducted interviews with seniors and co-ordinated community forums to identify issues that influence participation in community based social programs and compiled summary report for Council• Contributed to on-line resource 'My Connected Community' |
| 11 June – 14 Sept 2014 | Villa Maria, Berwick
Senior Services <ul style="list-style-type: none">• Planned, implemented and evaluated 'edible garden' program• Compiled report and presented to senior services committee |

PROFESSIONAL MEMBERSHIPS

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| 2014 – current | Australian Association of Social Workers
Student member |
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PROFESSIONAL SKILLS SUMMARY

- Well developed understanding of contemporary social work theories and ability to incorporate these into social work practice, proven through excellent supervisor reports upon completion of placements
- Strong communication skills developed when interviewing clients and presenting survey findings to community group members, work colleagues and supervisors
- Capacity for effective time management shown during placement when working to a deadline to gather data for report required by Filipino Community Council
- Ability to practice in accordance with professional AASW Code of Ethics including recording information impartially and respecting client privacy and confidentiality
- Operate well within team settings, taking responsibility for individual contributions and collaborating with others through community involvement
- Insight into issues facing later-life individuals having undertaken placements focusing on senior services and experience at Centrelink processing Age Pension applications

EMPLOYMENT HISTORY

Jun 2009-Dec 2010	Customer Service Officer Department of Human Services (various Centrelink agencies in North/West suburbs of Melbourne) <ul style="list-style-type: none">• Interview clients to assess eligibility and process applications for Age Pension and Family Assistance social security payments, in compliance with Commonwealth government policy• Team member of mobile service to community locations and represented agency in community Q&A information seminars
May 2007 – Jun 2009	Administrative Officer, Moreland City Council
Nov 2006 – Mar 2007	Receptionist, Newport Medical Centre
Aug 2004 – Oct 2006	Retail Assistant, Target – various stores

VOLUNTEERING AND COMMUNITY INVOLVEMENT

2012– current	Community Wellbeing Program – Moreland City Council <ul style="list-style-type: none">• Sourced funding and established social activities for older members of local Filipino community, including coffee club and exercise group• Member of Council Committee for 2013 Multicultural Community Festival and Leader of Filipino Committee for events
2013 – current	Citizen Advocacy West <ul style="list-style-type: none">• Support clients with disabilities to access information and advice on accommodation, government services and recreation activities

ADDITIONAL INFORMATION

- Working with Children Check 2013
- National Police Check 2014
- Current Victorian Car Licence and Light Rigid Vehicle Licence
- Fluent in Tagalog

REFEREES

Rita Aranez
Vice President
Filipino Community Council Vic
raranez@gmail.com
0402 678 987
(Work and Character)

Joseph Bloggs
Community Liaison Officer
Moreland City Council
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(03) 9906 7890
(Volunteer Supervisor)

Chrissy Bliss
Manager
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(Work supervisor)