

# ROBERT SPADE

DEVOTED AND SKILLED HUMAN  
SERVICE PROFESSIONAL WITH A  
COMPASSIONATE APPROACH TO  
ENHANCING QUALITY OF LIFE

Franklin, PA, 16323

(814) 895-3536

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## SKILLS

Problem solving • Time management •  
Conflict resolution • Client engagement  
Project management • Public speaking  
Active listening

## EXPERIENCE

**Assistant to the Director** Aug 2021 - Present  
Emmaus Haven | Oil City

Rendered expert-level paraprofessional support, case management assistance, and educational activities to clients, in strict adherence to established guidelines. Conducted systematic behavioral monitoring and meticulous resource coordination, with a focus on ensuring optimal support for the individual services plan.

**Patient Care Assistant (PCA)** Jan 2020 - Aug 2021  
The Caring Place | Franklin PA

Delivered high-quality caregiving services, including patient care, continuous observation, medical treatments, and precise medication administration. Facilitated client activities, ensured rigorous patient safety protocols, and meticulously maintained accurate medication administration records and comprehensive medical charting.

**Contact Tracer** Aug 2020 - Mar 2021  
Department of Health | Varied

**Program Assistant Supervisor** Jan 2019 - Aug 2020  
Turning Point | Franklin PA

Successfully managed various aspects of operations, including admissions, client searches, security protocols, administrative tasks, client supervision, crisis intervention, and conflict resolution. Proficiently performed data entry, prepared schedules, and effectively liaised with external agencies.

## EDUCATION

**MBA in Human Resources** 2024-2025  
Southern New Hampshire University

**BA in Psychology** Anticipated: Jan 2024  
Southern New Hampshire University

AS in Business Administration AA in Criminal Justice

## CERTIFICATIONS & LICENSES

**First Aid**  
The Caring Place

**Mandated Reporter**  
University of Pittsburgh

**Crisis Intervention Training**  
Turning Point

**Critical Time Intervention**  
Emmaus Haven

**Medication Aide Certification**  
The Caring Place