

RACHEL C. PAILMA

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Qualifications:

Well trained in the Practice of Social Work and had a background as a Medical Social Worker. Flexible and easily adaptable to challenging situations. Professional, self-motivated a commitment to providing quality time and effort.

Credential:

Board Examination for Social Work – June 1998

PASSED: Registered Social Worker (License Number 00041133)

WORK EXPERIENCES:

MEDICAL SOCIAL WORKER

Mariano Marcos Memorial Hospital & Medical Center
Batac City, Philippines
July 1998 – June 1999

BASIC FUNCTION AND RESPONSIBILITY

Interview and counsel patients and clients and their families to identify and evaluate the significance of social, environmental and emotional factors relative to the utilization of medical and other clinical/services offered within the agency/hospital.

SOCIAL WELFARE OFFICER II/OFFICER-IN-CHARGE

Municipal Social Welfare & Development Office
Local Government Unit of Vintar
July 1999 to present

DUTIES AND RESPONSIBILITIES

1. Conduct interviews, home visits, jail visits, case counseling, and case management conference, and gather collateral information on related cases like Children-in-conflict with the Laws (CICL), Children-At-Risks (CAR), Child Abuse and Domestic Violence Against Women and their Children (VAWC) and other Children related cases;
 - i. Pre-marriage counseling
 - ii. Aid to Individuals in Crisis Situations (AICS)
2. Accomplishes Social Case Study Reports, Progress, and Terminal Reports of clients;
 - i. Referral to other hospitals, government, and non-government agencies
3. Attends hearings and testifies in court;

4. Refers to neglected, abandoned, abused, and exploited children in institutions;
5. Coordinate with other service providers and ensure complete supporting documents of all clients served.
 - i. Day Care Services
 - ii. Disaster/calamity operations
6. Prepares monthly, quarterly, and annual reports;
 - i. Registered online on CAR/CICL cases and Persons with Disability (PWD) applying for Identification Cards (ID).
7. Attend meetings, seminars, training, and other activities relevant to Social Welfare Officer II;
8. Performs other tasks and responsibilities as may be assigned by the immediate supervisor and the LCE;
 - a) Municipal Council for the Protection of Children (MCPC) Secretariat
 - i. Assists in the conduct of MCPC Meetings
 - ii. Prepares minutes of Meetings
 - iii. Consolidates documents for the evaluation of MCPC Functionality and Child-Friendly Local Governance Audit (CFLGA) evaluation
 - b) PWD Focal Person
 - i. Conduct quarterly meetings with PWD Federated Officers
 - ii. Prepares plans and activities for PWD
 - iii. Issued PWD IDs and Booklet (Medicine and Grocery)
 - iv. Represent PWD in the meetings of special bodies
 - v. Monitor PWD Livelihood Projects

EDUCATIONAL BACKGROUND

Elementary	:	Vintar Central Elementary School Vintar, Ilocos Norte June 1984 – March 1990
Secondary	:	Ilocos Norte College of Arts & Trade (INCAT) Laoag City June 1990-March 1994
Tertiary	:	Northern Christian College Laoag City June 1994 – March 1998
COURSE	:	BACHELOR OF SCIENCE IN SOCIAL WORK
Honor Received	:	BEST IN SOCIAL WORK

SKILLS

: Computer Programming
Computer Applications
(EXCEL Applications and MS Office)
Internet and E-mail Application

PROFILE

Have the ability to work extremely with others and can communicate efficiently in English. Flexible and can work under pressure. All are teachable and can learn facts with minimal supervision.



RACHEL C. PAILMA
Applicant