

Ana May C. Monteclaro

Social Worker

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Hardworking and passionate job seeker with strong organizational skills eager to secure entry level positions. Ready to help team achieve company goals. Experienced Medical Social Worker with over five years of experience in a government hospital with one thousand bed capacity and four years' experience as Program Development Officer in a national government agency. Highly motivated individual skilled working with broad range of age groups, ethnicities and socioeconomic backgrounds. In depth understanding of human behavior and resource gathering techniques.

SKILLS HIGHLIGHT

- Case Management and Intervention
- Motivational enhancement therapy
- Family reunification specialist
- Depression and anxiety specialist
- Sexual assault victim counselling
- Psychosocial assessment expert
- Medicare and Medicaid applications
- Communication, Interviewing and Documentation
- Training and Development
- Decision Making
- Dependable and Responsible

EXPERIENCE

2017/08 - current

Social Welfare Officer

Cagayan Valley Medical Center, Tuguegarao City, Cagayan

- Collaborated with other government program offices to provide patient applicants with additional supports to meet needs.
- Assisted patients in coordinating and referring to other appropriate social service agencies.
- Conducted patient interviews, counseling

sessions for patients and their families and determined eligibility for public assistance programs.

- Mobilizes external resources to meet medical needs of patients and their families.
- Conduct pre-admission planning, psychosocial assessment and prepares required recording and reports.
- Provide information/education to patients and their families.

2017/03 – 2017/08

Program Development Officer

*Department of Social Welfare and Development,
Tuguegarao City, Cagayan*

- Liaised between executives and entry level workers, facilitating smooth communication.
- Collaborated with team leaders to achieved target results.
- Carried out day-to-day duties accurately and efficiently.
- Used coordination and planning skills to achieve results according to schedule.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.
- Implement programs set by the national government.
- Organized household beneficiaries
- Schedule and prepare the conduct of Family Development Sessions.
- Serve as resource person or coordinate with health personnel and other stakeholders to serve as resource persons

EDUCATION

2017/07 – 2021/03

Master of Science in Social Work
*Saint Paul University Philippines
Tuguegarao City, Cagayan Valley*

ORGANIZATION/AFFILIATION

PHILIPPINE ASSOCIATION OF SOCIAL WORKERS, INC.

ASSOCIATION OF MEDICAL SOCIAL WORKERS OF THE PHILIPPINES, INC.

SEMINARS

- 2022 AMSWPI National Convention
- Webinar on Child Protection in COVID Pandemic
- Ako Para sa Bata Webinar 2021
- Overview of the Hospital Health Information Management Manual, 4th Edition
- Clinical Documentation Improvement
- PASWI Convention: Social Work Under New Normal
- Child Protection Network Webinar
- Promoting Human Relationships and Community Accountability
- Basic Life Support
- Care for Small Baby Training
- Transformative Practice of Medical Social Workers
- Effective Social Work Writing in Medical Setting
- Specialized Computer Training
- Regional Roll-out Skills Enhancement for Municipal Action Team on Bridging Leadership Training
- Youth Development Session Training
- Disaster Management Training cum Psychosocial Process
- Social Welfare Indicator Encoding System
- Gender Sensitivity Training
- Training on Social Case Management with Administration of Social Welfare Indicator (SWI)
- Training-Workshop on Strengthening Case Management of Pantawid Pamilya Household
- Roll-out Training on the use of Enhanced Family Development Session Manual

