



- Maintain an accurate record of activities, both on paper and electronically
- Utilise a Client Management System, to track all client activity and to make internal referrals to the Community Connections Services
- Produce written reports for the Community Connections Project Manager to use in wider reporting for commissioners
- Effectively prioritise workload and manage time efficiently to ensure all tasks are completed on time

**Social Action for Health**          Outreach Project Worker/Practice Assistant          June 2012 – Nov 2013

Role and responsibilities:

- Booked appointments for cancer screening
- Encouraged patients to partake in the screening programme/outreach work
- Advised patients of the treatments and tests available
- Liaise with specialist cancer organisations
- Establishing and developing relationships with communities
- Communicating with individuals about promoting health and wellbeing
- Enable individuals to change their behaviour to improve their health and wellbeing

**Kings Cross Homelessness**          Project Outreach Advice Officer          Sept 2007 – June 2009

- Support work including dealing with client's face to face & assessing clients' needs
- Data input, report writing and all associated administrative tasks for developing the project
- Liaise with various housing organisations and advocacy services
- Referral to other organisations i.e., Solicitors, Counselling Services, Child Protection Services

## **QUALIFICATIONS AND TRAINING:**

- First Aid at Work – HoYD, July 2021
- Suicide Prevention Training – Zero Suicide alliance, May 2020
- General Bereavement Training – Mind Croydon, April 2020
- Working with People Suffering Domestic Abuse – Shelter, Jan 2020
- Safeguarding Training – Shoreditch Trust, Jan 2020
- GDPR Training – Central, Jan 2020
- Disability awareness Training – Volunteering Matters, Aug 2019
- Mental Health First Aid – Shoreditch Trust, March 2019
- First Aid at Work – Shoreditch Trust, Sept 2018
- NCFE Cache Level 2 Certificate in Understanding Specific Learning Difficulties – DLU Grimsby, Sept 2018
- Suicidal Awareness Training – July 2018
- Contextual Safeguarding Training – June 2018
- Diabetes Awareness Training – June 2018
- Personal Crisis Training – Mar 2018
- Fire Warden Training – 1<sup>st</sup> Attendance Ltd, June 2017
- Volunteer Walk Leader Training – May 2017
- Dementia Awareness Training – Mar 2015
- NVQ Level 3 Health Trainer – (RSPH) – City & Guilds, Aug 2014
- Level 2 understanding Behaviour Change (Health & Wellbeing) – RSPH, May 2014
- Postgraduate Certificate – Integrative Counselling – London Metropolitan University, March 2005
- BTEC Professional Development Diploma – Counselling – Hackney Community College, Oct 2002
- NVQ Level 3 Certificate – Information, Advice & Guidance – City & Islington College, Dec 2002
- BTEC Professional Development Certificate – Counselling – Hackney College, Oct 2001