



Caroline Wardle

Administrator

A bit about me:

I am married with three children and we also have two dogs so most of my time is spent doing family-based activities, but I also enjoy reading, music and eating out.

Contact Details:

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About my role:

I joined Ability Case Management in October 2019. I provide administration support to the team of case managers. My duties include assistance with recruitment of support staff, processing support staff timesheets and expenses, organising staff training, disclosure of case management records, auditing and compliance.

Employment history:

Team Administrator at Northern Case Management 2014 -2017

I supported three case managers and their clients by performing general office duties together with liaising with support workers, client families and professionals to manage day to day needs. This included attending and minuting meetings, recruitment and providing client specific support and documentation as required.

Fundraising & Publications Administrator at Bury Hospice 2006 - 2014

My role included the administration of the database, incoming donations, gift aid, managing volunteers and producing all publications required throughout the organisation. I also organised and attended hospice events as part of the fundraising team.

Key Skills:

- ✓ Well organised
- ✓ Accuracy
- ✓ Good communication
- ✓ Excellent People Skills

Training:

Date	Training	Provider
Oct 19	GDPR Stage 1	Care Skills Academy
Oct 19	GDPR Stage 2	Care Skills Academy
Oct 19	Information Governance	Care Skills Academy
Oct 19	Recording Information	Care Skills Academy
Aug 21	Basic Life Support	Compliance Training
Aug 21	Emergency First Aid	Compliance Training