

Ian Woodard

Support worker - Basildon, Essex, United Kingdom

W: <http://www.worky.com/ian-woodard>

Dependable and effective team player with a genuine desire to support people with social care needs in the transition from living in care to living in the community. 20 years experience of service within office environments resulting in effective communication & interpersonal skills, excellent time management, good administrative and IT skills, meeting deadlines, recording & compiling reports and the ability to assess & manage risk. Strong and loyal work ethic, commitment to the values of the company & a desire to grow personally and professionally.

Ian Woodard's Professional Experience

2012 - Present

MCCH - Relief Support Worker

Promoting independence and choice for adults with challenging behaviour, accountability involves the support and development of Service Users in accordance with their care plan, written assessments of daily activities/observation, detailed handovers, environmental safety checks and liaising with the appropriate services to ensure needs are met. Duties include assistance in the management of medication, support in handling and accounting of Company and Service Users monies, access to community resources and ensuring safeguarding policies & risk assessments are adhered to.

2011 - 2012

D.I.A.L (Disability Information Advice Line) - Volunteer

Supporting and sign posting people with disabilities, mental health, substance misuse or homelessness to other specialist organisations and providing advice in accessing information to resolve personal or financial issues e.g. benefit system, disability welfare, crisis loans, discrimination, assistance with form completions. Duties included networking with partner services, community care, GP's, equipment, mobility, and transport. Role required interaction on a 1-1 basis and depended on understanding the issues affecting disabled people of all ages. Current legislation awareness and attendance of training courses were necessary requirements.

Key Skills

□ Current Enhanced CRB, □ Empathetic to Service Users, □ Experience and understanding of issues affecting vulnerable people, □ Networking/Sign posting with partner services, □ □ Promotion of physical/emotional well being

2010 - 2012

Home-start Basildon District - Volunteer

Supporting vulnerable families in issues such as depression, addiction, disability or isolation, support included child development, finance and counseling. Role developed into data input position of sensitive information: Responsible for implementation of M.E.S.H (Monitoring & Evaluation) data System, measuring how families coped with their identified needs and monitored the journey of change during support for each family.

Key Skills

child development, data, finance, □ Dependable and effective Team Player, □ Planning and organisation skills, □ Strong professional boundaries, □ Verbal and written communication skills

2009 - 2012

Barnardos - Volunteer

Working in a team-based environment, duties include encouraging donations & Gift Aid, presenting stock to maximise sales, designing window displays and promoting a welcoming environment for customers. Sales floor duties include customer service, cash operation, Health & Safety awareness, and stock replenishment

Key Skills

□ Attention to detail and accuracy, □ Listening and Organisational skills

2004 - 2009

P.L Workforce Employment Servces - Branch Manager

Management role focused on motivating and developing a staff team and increasing the profile within the sector. This included setting of staff Key Performance Indicator targets and securing new business contracts via relationship building of local & national companies. Responsibilities also

encapsulated sale targets, client 'open days', staff training, and branch finances. Working within a tight budget, the branch gained top performing status and a contract with a major supermarket chain, a highly prestigious award within the Recruitment Industry.

Key Skills Contracts, recruitment, ☐ Call and Order management, ☐ Meeting K.PI's and SLA's, ☐ PC Ability (Outlook, Word, Excel), ☐ ☐ Meeting performance targets & deadlines

1999 - 2003 **Team Support Services - Branch Manager**

Responsible for credit control, managing financial plans/budgets, staff supervision and appraisals, I placed greater focus on candidate recruitment and client development.: Working within best practice guidelines, implemented staff Key Performance Indicators and ensured service delivery was achieved within a 24 hour turn around.

Key Skills Credit Control, recruitment, Staff Supervision, supervision

Ian Woodard's Education and Qualifications

Second Level -

Beal Grammar School: Woodford Bridge Road, Essex. 7 GCSE O Levels: English Language, English Literature, French, Geography, German, History, Maths

Ian Woodard's Additional Information

Languages

German - Working knowlege

Interests

Art, Creative writing, Music, Reading, Socialising, Studying German, Theatre, Volunteer work.

Awards

I am a certificated volunteer for MIND, attended courses in Mental Health First Aid (20/01/11), Community Awareness Training (16/11/10), Home-Start Volunteer Preparation (23/09/10), various in-house training courses via D.I.A.L and awarded Basildon MIND certification for 'Student of the Year' in recognition of outstanding achievements 2009/10.
