**Charlie Jones**

## Team Manager

**T.** : 01234 56 78 99

**E.** : c.jones@seven-resourcing.com

**A.** : Oberon House, Adastral Park,

Ipswich, Suffolk, IP5 3QU.

# COVER LETTER

To Mr. Bloggs

Hiring Manager

Suffolk Social Services

Dear Ms. West:

I was excited to see your opening for a Senior Social Worker in Ipswich, and I hope you recognise that my skillset and experience matches the criteria that you’ve advertised in the job description.

I have many years of UK Social Care experience which has provided me with a scrupulous understanding of CAMHS and the fundamentals that are required for direct contact and promoting strength in families. Most recently, I worked as Team Manager for Elite Social Services where I was responsible for management, business development and delivery of service improvements and best practice. I was also directly responsible for budget analysis and forecasting within the service.

Previously, I worked within a multi-agency context to sign post families to resources and services that contribute to improving their functioning and reduce concerns that lead to social care involvement. I was also there to ensure that service users views were fully recorded during the assessment process and wherever possible are reflected in subsequent case planning.

I also worked as a Social Worker for Premier Social Services where I was managing a caseload with complex cases, carrying out assessments and reviews, as well as undertaking home visits and welfare checks.

I also bring a wealth of extra training to the table, including advanced sessions in CAMHS, C.S.E, Safeguarding Children, Domestic Violence, ASYE Assessments and Systematic Therapy. I also hold strong computer proficiencies in MS Word, MS Excel and social services data systems. Please see the accompanying resume for a detailed insight into my experience, qualifications and training.

I am confident that I can offer you the experience, skills and dedication you are seeking. If you would like to setup an interview, you can reach me on 0888 777 777, 0777 88 88 88 or c.jones@seven-resourcing.com. Thank you for your time and I look forward to learning more about this fantastic opportunity.

Kind regards,

Charlie Jones

Team Manager

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# PROFESSIONAL SUMMARY

I am an experienced and highly skilled Team Manager who has demonstrated an ability to work at a senior level to provide first-class services and transformation within social care. I have considerable experience in all areas of social care, including mental health, children, domestic abuse, physical disabilities, safeguarding, residential and reablement services. I’m a proven strategist, dynamic thinker and showcase impeccable planning skills to consistently produce positive results. My experience demonstrates a proven track record of both Implementing relevant legislation and delivering vital training and support for colleagues. I lead by example, work creatively and display excellent communicational skills, allowing me to converse at all levels and develop strong relations across all levels of social care.

# WORK EXPERIENCE

**Team Manager**

*Elite Social Services (June 2016 – Present)*

* Responsible for management, business development and delivery of service improvements and best practice.
* Supporting and upskilling staff, exploring best practice while working collaboratively to bring about organisational change.
* Budget responsibility and management.

**Senior Social Worker**

*Premier Social Services (April 2012 – June 2016)*

* Working in a busy Early Intervention Team undertaking single assessments.
* Carrying out CP/CIN visits, preparing and presenting case conference reports and attending CP Conferences.
* Building relationships with service users to ultimately improve the well-being of vulnerable children and adults.

**Social Worker**

*Silver Social Care (January 2008 – April 2012)*

* Managing a caseload with complex cases, carrying out assessments and reviews, multi-agency working.
* Assess cases and create coping mechanisms for individuals and families who are going through tough times.

# EDUCATION

**The University of Care (2007-2008)**

*MA Social Work – 1:1*

**The University of Health (2002-2005)**

*BA (Hons) Health & Social Care – 2:1*

# TECHNICAL SKILLS COURSES/TRAINING EMPLOYER REFERENCE

* CAMHS Experience
* Working with Children & Adults
* Preventing Domestic Abuse
* Looked After Children (LAC)
* Social Services Data Systems
* MS Office (Word & Excel)
* CAMHS Training (2018)
* C.S.E Training (2015)
* Safeguarding Children (2015)
* Domestic Violence (2015)
* ASYE Assessment (2010)
* Systematic Therapy (2009)

 Joe Bloggs

Hiring Manager

Elite Social Services

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