

TASK 2

BMSW 4005

Student: Tayba Uzma Habib

Lecturer: Chrisford Choguguzda

Job description

Team Manager, youth offending service

Birmingham Women's and Children's NHS Foundation Trust- There has never been a better time to join Birmingham Youth Offending Service. Birmingham Youth Offending Service has four multi-agency area-based case management teams across the city: a city-wide alternative to custody in its Intensive Supervision and Surveillance (ISS) Team; a Court, Bail and Remand Team; a Female Gender Specific Team; and a Harmful Sexual Behaviour Team. In addition to statutory partners, the Service benefits from specialist officers, including Restorative Practice Workers, supporting victims of crime; Parenting Workers, offering individual and group work support to parents and carers; a specialist Autism Worker; Substance Misuse Case Workers; partnership with Forward Thinking Birmingham offering emotional and mental health support; Speech and Language Therapists (SALT); and Training and Employment Mentors. We are looking to further enhance and strengthen our offer across the city, and are looking to appoint to the following position within the service: The Service is on a significant improvement journey to support the achievement of better outcomes for children, families, victims of youth crime, and communities. Successful applicants will be joining an organisation and service committed to continuous improvement; striving to deliver excellence and embracing best practice, innovation and research. As a valued member of the service you will have a key role in supporting reform, contributing to the setting and delivery of strategic priorities, and ensuring the smooth and efficient delivery of services.

Job type: full time

Salary: £40,000-£74,999

We are looking for individuals:

- who are passionate, motivated and enthusiastic about delivering high quality services to children, families and victims
- with experience and skills matched to the relevant job description and person specification • with a desire to work with and alongside others, to learn, innovate and deliver improvements

In return you will receive:

- Competitive rewards, including salary
- Generous Annual Leave allocation
- Various additional employee benefits
- Opportunity to join the Local Government Pension Scheme
- A commitment to your personal learning and development
- Excellent career progression opportunities

To find out more about 'Our Offer' to you, please click [HERE](#) Come and join us on our improvement journey and help us to 'be the best we can be!' Interviews held 12th & 13th April 2022. If you are interested in having a conversation about this position, please contact BirminghamYOS@birminghamchildrenstrust.co.uk to discuss further. A member of the leadership team will be in touch.

MY CV

Name: Tayba Uzma Habib

Student

Place of residence: Birmingham

Email: tayba.habib@yahoo.co.uk

Phone number: 07546065357

I believe I have the necessary skills, experience and qualifications required in order to carry out the roles described in the job description. I have gained this experience with over 10 years of work within the NHS and the Birmingham city council with multiple agencies. Throughout my work life I have been present within changing environments and have had to be innovative in my many roles and invigorating other staff members, in order to enable them to adapt to the changing job roles. I believe I have high standards of practice and performance targets within tight time periods as well as displaying high standards of people management. My previous have required me to be well organised, punctual and deliver high standards of quality work under pressure. I have taken managerial positions in my past work, so I therefore meet the expectations necessary to lead a group of people, I know of the importance of maintaining a healthy relationship between myself and employees as well as a workforce that delivers the highest quality work that they can produce. I am also an effective communicator working in interpreting services and the NHS working alongside vulnerable children and adults pushing me to be socially extroverted yet professional. working in the NHS as an interpreter in 3 different languages has made me excellent in my communication and listening skills. I pride myself in being a role model for others, working extremely hard to augment the standard of work produced by myself and colleagues.

PERSONAL DETAILS

Driver's license: yes

Eligible to work in the UK: yes

Highest level of education: GCSE or equivalent

Industry: Healthcare and Childcare

Work experience

Interpreting services: 438-450 High st West Bromwich B70 9LD. I liaise with hierarchy of staff with a multi-disciplinary team to provide interpreting services to a wide variety of service users and their families. I am required to translate sensitive information between patients, their families and healthcare professionals including nurses and doctors. I am responsible for my own time

management, getting to appointments promptly, and arranging my own diary. I am required to meet deadlines and targets

Amber leaf Trading Ltd: 262 Windsor Street Birmingham, B74DX. I worked there from the April of 2012 to June 2015. I was responsible for completing paperwork, invoices, receipts, and processing these on the data base. I was required to liaise with clients in a professional way via phone calls, emails, and letters. I reported to my manger and queries and concerns, in an appropriate way.

Medical Records: Heartlands hospital Birmingham. My duties at medical records vary from supervising a large team to being involved with social care and managing the social care team. From liaising with the NHS in regard to the well being of vulnerable children, to aiding the Birmingham city council to getting care packages for vulnerable adults and children.

Certificate of Higher Education in Health and social University of Wales Trinity Saint David - Birmingham May 2021 to present

C in mathematics: Al-Hijra school Birmingham

C in English literature and language: Al-Hijra Birmingham

D in geography: Al-Hijra Birmingham

D/D in combined science: Al-Hijra Birmingham

A in religious studies: Al-Hijra Birmingham

B in Urdu: Al-Hijra Birmingham

COVER LETTER

To whom it may concern,

I am delighted to submit my resume to be considered for the youth offending manager position. In addition to my 10 year experience of working in the NHS, my position as a manager within the NHS makes me an excellent contender for the requirements of this position. In my experience of working within the NHS I have worked alongside vulnerable children and adults, comforting them in times of distress and confusion. My abilities to work well under pressure and communicate effectively from working the trade market and within the NHS makes me an excellent candidate for this job role.

I hope that you will take into consideration my resume for an interview

Yours sincerely, Tayba Habib

