

**Szilvia Bukta**  
Assistant Case Manager

**November 2007– Present**

**Assistant Case Manager**

Working at AKA Case Management Limited to provide a collaborative service that assesses, plans, implements, monitors and evaluates support options and services that meet the unique needs of the brain injured person and their families.

*Keys Skills:*

- Varied experience of working with brain injured individuals in the community..
- Exceptional communication skills with clients and staff.
- An excellent team player and able to manage and supervise staff, and to support team leaders with strong leadership and mentoring skills.
- Has recruited staff for care and support roles over a wide range of injury and need.
- Good problem solving, numeracy and IT skills, with excellent attention to detail.

*My duties include:*

- Providing a practical programme which ensures social and emotional support in line with the therapeutic plan
- Developing an individual package of care which best meets client's needs
- Ensuring the provision of practical assistance and guidance to support the client in day to day living
- Responsible for production of the weekly plan for the client including activity programme
- Planning specific areas of rehabilitation
- Ensuring an effective two way communication process
- Working with the case manager to enable the recruitment and supervision of support workers
- Leading, developing and supervising the work of the support staff
- Producing documents for job pack

- Collating support worker's narratives, timesheets
- Providing information to case manager

**2006 – November 2007**

**Team Leader – AKA Case Management**

- Leading the support workers
- Making the rota
- Organising sessions with therapists
- Work with the client and his family
- Reporting to Case Manager
- Supervising and supporting the team

**2005 – 2006**

**Support Worker – AKA Case Management**

- Work with the client and their family on the therapeutic plan
- Provide recreational and leisure opportunities for them
- Write daily narratives related to their progress
- Keep medication registration

**2004-2006**

**Part time Nanny – London UK**

**2000-2004**

**Business Administrator – California USA  
Nutritional Consultant (PT)**

**1998 – 1999**

**Assistant Economist – Budapest, Hungary**

**Interests**

Music, Martial Arts, Yoga, Travelling, Reading, Painting, Cooking, Dancing, Languages