



Jane Dawson



**Independent Case Manager Assistant
Infinity CMA**

jane@lantern-cm.com

Specialisms

Adults & Children

Brain Injury,
Autistic Spectrum
Disorders,
Challenging Behaviour,
Learning Difficulties.

Profile

Jane is a confident, enthusiastic, and organised individual with a keen eye for detail and over 10 years' experience in various educational and care settings.

Jane has been working as admin support for an experienced case manager for a significant amount of time, during which she has developed a greater understanding of the role of the CMA and supporting people with brain injuries.

Her previous roles have included working as an education welfare officer in schools, where she also managed the attendance team and as a support worker in a residential setting supporting young people with emotional and behavioural difficulties.

Jane holds a degree in Business Management and has a strong business background. She has vast experience in customer service, administration, human resources and finance. She is adept at providing advice and guidance, having worked with in both the civil service and local authority.

Jane is a strong team player, with proven ability to respond positively to change with a motivated and professional work ethic. She is very empathetic and always puts the client's needs first, supporting clients to promote independence and maximise their quality of their life.

Testimonial

"Jane is conscientious, organised, efficient, supportive, and empathetic. She goes out of her way to help and is keen to learn. She is professional and always puts the client at the centre of her work. She appreciates the difficulties the client experiences and seeks appropriate solutions. Her vast experience is clear, and she will be a fantastic advocate for her clients." – Case Manager

Qualifications

BA(Hons) Business Management, Metropolitan Manchester University, 2001

Location

Sheffield, South Yorkshire

Coverage

Midlands, Northern England



The
Case Management
Community



The
Case Management
Community

Jane Dawson

INFINITY  CMA

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Infinity CMA**

3HUB Community Governance & Due Diligence

jane@lantern-cm.com

Contact

office@threehub.co.uk 01243 769081 www.threehub.co.uk

Qualifications

BA(Hons) Business Management, Metropolitan Manchester University, 2001

Continuous Professional Development

Regular training and formal 3 monthly supervision.
Professional development reviews and governance/due diligence checks are undertaken annually.
Current Mandatory Training Certificate and Safeguarding Level 3 Certificate available on request.

Professional Liability Insurance Policy

Professional Indemnity Cover: up to £5million per claim
Public Liability Cover: up to £5million per claim
Policy details available on request.

GDPR compliant

Current ICO Certificate available on request.
Data Controller: Jane Dawson

Enhanced Disclosure and Barring Service (DBS) Certificate & Update Service

Full, clear enhanced DBS certificate currently in place & update service details available on request.

Key Policies

All our policies and procedures are reviewed annually, and full details are available on request.
Our suite of policies and procedures include Governance (including third party due diligence), Data & IT, Safeguarding, Safe Working & Risk Management, Employment, Clinical.