

To all Support Workers:

We are updating our systems and need to receive an accurate profile of your duties and hours in order that should it be needed, we can brief temporary workers. Your co-operation would be much appreciated.

Please provide a brief description of your duties and normal hours of work

Name:

Client: Elizabeth Ankamah

Description of Duties:

- **Answering phone calls and keeping notes of the calls**
- **Typing notes of phone calls onto Framework (the in house computer system)**
- **Taking notes of meetings with clients and other professionals and typing them up for Elizabeth's use in her reports**
- **Taking notes of Elizabeth's meetings with her manager**
- **General admin and filing e.g. ensuring all paperwork for Elizabeth's clients is filed in the correct folders**

Normal working days:

Monday-Friday

Number of hours:

26 contracted, can go up to 32

Start and finish times: 9-5