

# A DAY IN THE LIFE

#workingtogetherPCFT

## Team Administrator – Learning Disability Services

Name: Gail Kerekes

Position: Team Administrator

Location: Cambeck Close Short Breaks Service

Time in post: 13 years



### What does your role involve?

My role is to ensure the smooth running of the office environment, working closely with the team at Cambeck.

An important part of my role is to communicate effectively and liaise with the team and families to plan the short breaks, which are completed on a quarterly basis.

I also provide a comprehensive administrative service to the team, along with supporting the nurses and support workers to maintain the facilities at Cambeck Close.

### Why did you choose this role?

It is really important to have a sensitive approach when communicating with families. My eldest son has complex health needs, which I feel gives me a real affinity with families in what can sometimes be a very stressful time.

### What is the most rewarding aspect of your job?

Short breaks are precious to our clients and families - knowing that they receive a fun, meaningful short break in a safe, home from home environment is particularly rewarding to me.

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## What's the hardest thing?

When planning the short breaks, we endeavour to meet all requests from families for short break dates. However this is not always possible, so we have to use a system when planning, to ensure fairness. This can sometimes be difficult, but having a good relationship with families and carers enables open discussions to take place.

## What people can expect from the service?

Our clients can expect a quality short break, with a robust care plan in place, to ensure clients receive the optimum care in a safe, fun environment.

## What did you want to be when you were younger?

From a young age, I always wanted to work in the travel industry, as I loved visiting different places.

## How do you unwind after a tough day?

I enjoy time with my family at home.