

Hira Butt

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Objective: To progress professionally and personally with the company I work for. Nothing brings me more happiness than holistic progression.

WORK HISTORY

October 2021- Current

Care Coordinator and Supervisor/Trainer (Blue Bird Care East and North)

- Managing day-to-day operational workflow and ensuring that the service quality meets current government healthcare legislation.
- Provide advice, induction, training, and supervision to the coordinators.
- Taking new packages on to increase business for the company, Completing Risk Assessments, and producing Care Plans for service users.
- Interviewing and selecting staff.
- Provide training for Manual Handling and PASS system to Carers, supervising them, and producing rota on StaffPlan System. Arrange cover for care assistant sickness, absenteeism, or holidays.
- Develop clear policies to promote good practice. Produce weekly KPI, and ensure Quality Improvement Plan (QIP) is in place and updated, and continuous engagement via emails and WhatsApp.
- Liaising with other professionals: social workers, doctors, therapists, dieticians, Occupational therapists, District nurses, and all parties involved.
- Discussing the progress of service users with members of their families.
- Conducting quarterly and yearly care plan reviews, supervisions/annual appraisals/observations with carers, and auditing customers' and carers' files.
- Dealing with any complaints from service users or their families.
- Care Notes Audits, MAR audits.
- Carry out investigations relating to the quality of the service and Liaise with the registered manager to make sure that all care is person-centred.
- Work with the office team to maintain up-to-date electronic and handwritten records. Make sure systems are used to record and monitor mileage and travel distances. Make sure that accidents and incidents are recorded, reported, and acted upon.
- ON-CALL

August 2015- October 2021

Care co-ordinator (Plan-It-Home Care)

- Managing weekends, on-calls, and rotas, assisting with care assessments, dealing with concerns, auditing all the communication sheets, and supporting supervisions to carry out the monitoring of the service.
- Auditing has massively improved the quality of communication and documentation resulting in a great response from CQC inspection for the company.
- Create Weekly Continuity Analysis Charts and Monthly Pivot Tables to ensure continuity for our service users, resulting in great support in planning the rotas.
- Arrange daily service provision for the service users by producing detailed work schedules/rotas for the care workers and provide both written and verbal instructions/guidance to them ensuring continuity for the clients.

- Dealing and liaising with health professionals and other agencies over the telephone, face-to-face, or in written communication.
- Chair meetings to keep the managers and the team informed and report all the outcomes and issues that are identified during weekend on-calls.
- Hold Team meetings for care workers and assist creative team members in marketing the services provided by the company.

March 2015- August 2015

Health Care Assistant (Plan-It-Home Care)

- As a care worker, I assisted with domiciliary care, general task of the household, shopping, organizing leisure activities, administering medication, and working with other health and social care professionals to provide personalized care and developmental plans.

October 2014- September 2015

Teachers Assistant (Hall Green Secondary School)

- As a teacher's assistant, I supported children with special needs to complete tasks by working with them individually and in small groups in any area required, for example; literacy, numeracy, ICT, Arts. I am a bilingual and support student those first language is not English. I also assisted teachers in managing class behaviour, supervising group activities, and looking after children who are going through any kind of transition.

October 2014-December 2014

Studio Assistant (Snappy Snaps)

- As a studio assistant I did studio shoots, designing, collage, calendars, photo-restoration, photo-manipulation, photo-retouching, photo-colorisation, designing photo books, designing cards, cup-printing, t-shirt printing, canvas printing and, making posters and all different personalised gift printing.
- Furthermore, I managed reception, telephonic inquiries, and online orders, digital-printing from cameras, SD cards, pin drives, mobiles and passport photos.

Exhibitions- Residencies-Collaborations

2023 upcoming project TASBHEE supported by DYCP Art Council England.

2022 **Freelancer Network Group Meet-ups** for Transforming Narratives in collaboration with Cultural Centre, Lead Role.

2022 October '**UNCERT**' Group Exhibition at Peepul Culture Centre, Leicester.

2022 **DON'T SETTLE**; Dhee Kahani is currently on display in the Round Room at *Birmingham Museum and Gallery*.

2022 May-August '**STRENGTH STRINGS** Workshop' in collaboration with Stryx Gallery and Queen Alexandra College

2022 June '**Bartan**' Workshop for IYP, IKON.

2022 March **TASBHEE**; International Workshop for Transforming Narratives, Birmingham and Lahore, Pakistan.

2022 Feb **HARAMACY RESIDENCY**, COMMUN LONDON

2021 September, Solo Show, Re-thinking **Dhee Kahani**, Stryx

2021 July-Oct, [Ikon at Selfridges Birmingham](#), To coincide with [Osman Yousefzada's installation](#) at [Selfridges Birmingham](#), Infinity Pattern 1, Ikon presents an associated off-site

exhibition and **ART TRAIL** at the Selfridges.
2021 August, **Letters to Pakistan** (group exhibition) Art Soch Gallery, Lahore, Pakistan.
2021 May "**Ikon for Artists**", Birmingham.
2020 October "**Thirteen Ways of Looking**" at Herbert Gallery Coventry.
2019 (4thOct-24Nov), **The Twin; Coventry Biennial 2019**, New west midlands Art 2019, Coventry
2021 Talk – Creative conversation with Female Artists of the Global Majority at York's Café at Ikon
2020 May Workshop Peep@Stryx with Stryx, Digbeth Birmingham.
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2019 August Schwarmerei Members Show, Ort Gallery.
2019 Student Mid-Year Art Exhibition, Direct Art Action, Sutton Cold Field.
2019 August Open Crit at Fail Better, LadyWood.
2019 August Residency Sharing at Fail Better. LadyWood
2019 August, Digeth First Friday, Pithu Garam, Article for the exhibition, Stryx
2018 Exhibition 175, Birmingham School of Art, Birmingham School of Art, Margaret Street, Birmingham.
2018 The Performance-Forest Labyrinth 2018, Collaborative Interactive Musical Exhibition, [Royal Birmingham Conservatoire](#).
2018 The Wig at Fail Better, Digbeth Birmingham.
2018 Turn Out, MA Show 2018, Birmingham School of Art, Margaret Street, Birmingham.
2017 MA Exhibition at Birmingham School of Art, Margaret Street, Birmingham.
2013 Master of Art International, the Mile End Art Pavilion, London. (Selected by Margarita Feaks Gallery)
2011 Young Artists Exhibition, MAC Birmingham.
2009 Bachelors Thesis Work Display (Design& Visual Arts Department LCWU Lahore).
2008 Young Artists Exhibition, Al-Humara Lahore.

Awards-

2018 Master Degree Prize in Medium Practice, Birmingham City University.
"Certificate for Dedication and Perseverance", 2014/2015 at South and City College Birmingham.
"Learner Voice Representative Award", 2014/2015 at South and City College Birmingham.
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I was Chosen to represent BLUE BIRD care at BUCKINGHAM PALACE's Garden PARTY for Queen's Platinum Jubilee.

Education and Other Experiences

2022 Sept and Oct- Facilitator at Love Brain, London.
2017-2018 Birmingham City University, *Masters in Fine Arts*
2016 -2017 *Diploma in Management and Leadership in Health and Care*, NVQ Level 5
2005-2009 Lahore College for Women University BFA (Bachelors in Fine Arts)
2015 Aug - Oct 2021 Care co-ordinator/Weekend On-Call Coordinator (Plan-It-Home Care)
2019- Feb-current- Freelance Artist at Dream Wall Art (Wall Art Services)
2014 Oct- 2015 Sep Teachers Assistant (Hall Green Secondary School)
2014 Oct -2014 Dec Studio Assistant (Snappy Snaps)
2010 Design cards for 'Desibrations', the first company in UK that had permission to put Asian songs in musical cards.
2010-2014 Freelance Photographer for Moonlight Studio Photos and Videos, Birmingham, Uk.
2011 Freelance photography assistant with Manos Koukacic, Birmingham, UK
2010 Photography assistant for Silver Halo Photography Studios, Birmingham, UK.