

Stephanie Curry

Case Manager Assistant

AMS Case Management



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Personal Profile

I am a determined and ambitious individual. I have over four years' experience as a paralegal, representing clients through litigation that suffered catastrophic injuries following road traffic accidents. I also have five years' experience as an assistant case manager, working with clients with brain injuries and learning disabilities.

I have the ability to work well both independently and within a team. I am good at prioritising and organising my time. I am very passionate about my job.

Education and Qualifications

- 7 B-C GCSE qualifications – Wright Robinson Sports College, Abbey Hey, Manchester 2001 – 2006
- NVQ in Administration – Skills Solutions, Manchester 2006 – 2007
- Care Skills Academy Training:
 - Safeguarding adults
 - Safeguarding children
 - Learning and disability Mental capacity act
- Safeguarding Adults, Children and Young Persons (Level 3)
- FAA level 2 award in First Aid for Mental Health

Professional Registrations and Memberships



Professional Employment

July 2021 - Current

AMS Case Management – Case Manager Assistant

- Working with individuals who have an acquired brain injury, physical disabilities, learning disabilities.
- Assisting clients with their day to day lives.
- Working closely with Case Managers.
- Attending MDT meetings.
- Updating and completing support plans and risk assessments.
- Supervision of support workers.
- Support case managers coordinating the ongoing care and support for our clients.
- Liaison with professionals, financial deputies, solicitors.

Slater and Gordon Solicitors - Paralegal

- Assisting a Principal Lawyer on high value road traffic accident cases.
- Attending all client meetings, Joint Settlement Meetings, Mediations, Multi-Disciplinary Team meetings, conferences with Barristers and attending initial client meetings.
- Taking notes at all meetings.
- Arranging meetings.
- Liaising with clients and their families, barristers, case managers, therapists.
- Forming client relationships, ensuring trust.
- Instructing medical experts and case managers.
- Instructing Barristers (QC Barristers).
- Drafting claim forms, letters of claim and letters to client in relation to a number of issues.
- Dealing with disclosure documents.
- Reviewing evidence.
- Meeting strict deadlines and court timetables.
- Drafting Court documents.
- Attending Court hearings. Also gaining advocacy skills; conducting Court Hearings in the Manchester County Court.
- Taking and drafting witness statements from client's, family members, friends, case managers, treating clinicians.
- Interviewing police officers.
- Analysing medical records, reports and CCTV surveillance to help determine the Claimant's position.

Sept 2017 – July 2021

Feb 2017 – Sept 2017

Slater and Gordon – Legal Assistant

- Arranging medical appointments. Requesting medical records.
- Chasing up medical appointment and medical records.
- Arranging payments. Preparing court bundles.
- Photocopying.
- Drafting letters.
- Drafting Court documents.
- Calls to court chasing directions and court orders.

Feb 2015 – Feb 2017

Mendelson's Solicitors – Legal Assistant

- Drafting letters and emails.
- Drafting court documents.
- Supporting Solicitors with claims.
- Answering/making phone calls.

Additional Information

- ☒ Full clean driving licence
- ☒ Personal references and DBS information available on request
- ☒ For further references and testimonials please see our website www.amscm.co.uk

Regulated by

