



CASE MANAGEMENT PROFILE

JENNY MITCHELL
Director of Operations & Office Manager

Jenny's career history has been within the field of finance, payroll and accounts administration. Jenny joined BIS in April 2008 as a part payroll administrator and office support.

In 2010, Jenny took over the position of Office Manager. In 2012 Jenny began her Level 5 Diploma in Leadership and Management and passed in 2013 upon which she took over the running of the company, along with Kathryn Howard, when Don Young retired.

Jenny's role in the company, as well as managing the business, is to make sure that head office runs smoothly and provides the support for clients, family, assistant case managers and case managers. Along with Jenny Payne, Jenny maintains the company accounts as well as managing the accounts for all the clients.