

# Carrie Natisa

28 Brookman Ave  
Harrington Park, NSW 2567  
**0417138111**  
**natsia1@gmail.com**

Caring and compassionate nursing assistant with 10 years experience, who desires to bring calm, loving and a person centered care experience to all residents.

I value teamwork, kindness and compassion for all residents and staff. I enjoy bringing a sense of family to my job and find fulfillment in dementia care. I enjoy being able to provide residents with the level of assistance each individual requires.

I am passionate about aged care and doing my best at all times. I have the ability to adjust my care and work around any and all abilities and behaviours.

I truly believe caring for the elderly is a rewarding career and has filled my life and heart with joy. It is truly a blessing to be able to work in the care industry.

## EXPERIENCE

### **Estia Health, Camden — Nursing Assistant**

August 2012 - PRESENT

### **Noone, St Greg's Catholic College — Shop assistant**

December 2017 - March 2018

### **Autism Spectrum Australia, Campbelltown — Facilitator (contract)**

February 2011 - September 2011

### **Woolworth Australia, Macarthur Square — Nightfill**

### **Coles Supermarkets Australia, Riverwood — Nightfill**

## EDUCATION

## SKILLS

- . Record keeping
- . Data entry
- . Filling
- . Safety
- . Reporting
- . Mentoring
- . Nursing
- . First Aid
- . Accounts payable
- . Reception

## CERTIFICATES

.Certificate 4 Community Services and Aged Care

.Certificate 3 in Aged

.Care Wound Management - Participation

.Sexuality in Aged Care settings and Challenging Behaviors -Participation

.Understanding Autism - Participation

## **Banister Technical — Certificate 4 Assistant in Nursing**

Graduated June 2014

## **Casey College — Certificate 3 Assistant in Nursing**

Graduated July 2012

## **Campbelltown Performing Arts High School — School Certificate**

Graduated 1993

### **JOB TITLE AND DESCRIPTION**

#### **Assistant in Nursing — August 2012 – present**

Estia Camden – Camden NSW

Assist residents with ADL, including, but not limited to showers, toileting and bedpans, shaving and meals.

Liaise with RN, team leader and AIN's regarding residents' care.

General tidying of resident's rooms, bathrooms and pan rooms.

Appropriate Distribution of dirty laundry to laundry staff and cleaning of laundry skip bins

Awareness and application of Work Health and Safety (WH&S) techniques for heavy and repetitive work

Assist with updating and maintaining care plans

Assist RN with signing out and administering schedule 8 medications

Ensure short shift nursing staff follow correct procedure and complete set tasks

Complete all necessary paperwork

Participate in hand over before next shift commences

#### **Key Local Facilitator — February 2011 – September 2011**

Australian Autism Education and Training Consortium – Macarthur Region NSW

Assistant facilitator for Positive Partnerships workshop in Campbelltown March 2011

Facilitate group discussion during workshop, helping participants to learn and complete the training material to help focus their children's strengths and weakness

Provide support, information, local guidance and knowledge to clients from the Positive Partnerships workshop

Provide a local services guide and parent to parent information on Autism to all workshop participants

Attend monthly project management conferences

Assist and teach clients to access eLearning resources

Engage with participants regarding local issues highlighted at the workshop and provide solutions

Assist and provide support to clients.

Create and facilitate a local Autism support group

## **Night Fill worker — 2005-2008**

Woolworth Australia – Macarthur Square NSW

## **Night Fill worker — January 2001 - September 2001**

Coles Supermarkets Australia – Riverwood NSW

## **Barristers Clerk\Administrator — 1998 - 2000**

St James Hall Chambers (Sydney CBD) NSW

### Accounts

Data entry of company accounts through MYOB weekly bank reconciliation of company accounts

Management of accounts payable, receivable and GST reporting

Recovery of outstanding fees for all Barristers

### Payroll

Payment of staff wages and superannuation

Payment and organization of PAYG and GST

### General Administration

Management of master diary and individual diaries for 11 busy Barristers

Management and day to day running of company

Supervision and mentoring of reception and junior staff

Liaison with the legal profession including the Judiciary, Court staff and lawyers

Filing of company records and library services

Typing of correspondence

Organization of company travel arrangements and company functions

Management and purchase of all capital equipment, including services and repair of capital

## **Barristers Receptionist\Junior — 1994 - 1998**

St James Hall Chambers (Sydney CBD) NSW

Answer switchboard, take messages and greet clients

Assist with research for cases as required

Complete filling and record keeping

Assist with fax, mail, photocopying and banking