

ERENNE NGOZI SARAH

HEALTHCARE ASSISTANT

PERSONNAL DATA

Address: House 1, Road 321, 3rd Avenue, Gwarimpa Estate, Abuja.

Location: Abuja

Phone: +2348036143849

Sex: Female

Date of Birth: October 14, 1977

Nationality: Nigeria

Religion: Christian

Email: akwango1@gmail.com

PROFESSIONAL SUMMARY

A person who is lively, caring, and dependable, and who has a genuine love and compassion for the elderly, who is dedicated to encouraging independence and well-being in aging by collaborating with a diverse team to provide high-quality care. I have over one year of practical care-giving experience. Outstanding communicator capable of handling all aspects of daily personal care responsibilities, including providing physical and mental support aimed at assisting the elderly in living as independently as possible, preparing meals, and maintaining records.

SKILLS

SOFT SKILLS

- Following individual Care plan
- Etiquette and Hospitality
- Compassion and empathy
- Emotional intelligence
- Time Management
- Adaptability and resilience
- Excellent communication skills
- Goal Setting and execution

ORGANIZATIONAL SKILLS

- Entrepreneurial skills
- Observation and reporting
- Leadership Competence
- Excellent Team Player
- Computer Literacy

INDUSTRIAL SKILLS

Care Certificate

MANDATORY COURSES

Infection control
Medication practice
Food hygiene
First aid
Hospitality & House Keeping programme
Basic Life Support
Person-Centered Care
Care plan Formulation
Mental Health
Care Risk Assessment
Fire safety for Domiciliary care
Health and Safety
Moving and Handling

WORK EXPERIENCE

VOLUNTEER IN HEALTHCARE ASSISTANTSHIP (CAREGIVING)

Grace Nursing Care Center, Kurudu, Abuja.

May 2022 – Till Date

Overview: Delivery of outstanding patient care to over 1500 clients and care receivers. Provided the highest level of personal care and attention to residents, following individual care plans carefully and ensuring that all contact is polite, friendly, warm and supportive. Acted as a key worker for a named group of residents, ensuring that these responsibilities are carried out in full.

Key responsibilities

- Assisting medical professionals with non-clinical duties related to infection control and patient care.
- Provided the highest level of personal care and attention to residents, following individual care plans carefully and ensuring that all contact is polite, friendly, warm and supportive.
- Responsible for making and changing beds, tidying resident's rooms (with the resident's permission) undertaking light cleaning duties as needed and generally assisting in ensuring that the home is kept clean, pleasant and welcoming at all times.
- Managing equipment, supply and service vendors while ensuring proper stock levels.

- Assisting patients with dressing, toileting, personal hygiene and getting out of bed.
- Assisting in the management of residents with physical impairments such as mobility and incontinence.
- Using tools and equipment to assist patients while adhering to health and safety regulations.
- Executing all tasks in accordance with established standards and best practices.
- Conducting routine health checks, such as measuring one's height, weight, pulse and giving lifestyle recommendations.
- Keeping all clinical, administrative, health and safety records up to date and organized.
- Answering questions from patients.
- Helping to serve meals and drinks at meal times and other times when required, taking care to present meals and refreshments in an attractive way, with polite and courteous service. Also, to provide the appropriate level of support and help for residents who need assistance to eat and drink.
- Giving care recipients psychological counseling.

Key Achievements: Acquired the following practical knowledge

Basic life Support; Use of Healthcare Equipment; Bed Making and Feeding; Checking of Vital Signs; Oral care and Bathing; Positioning, Lifting, Moving and Handling; Emergency and First Aid Procedure; Catheter Care; House Keeping and Shopping.

CAREGIVER - VOLUNTEER

Personal Care – Uncle (Dementia and Incontinence)

May 2021– December 2021

Key Responsibilities

- Assisted with basic needs such as personal hygiene, eating, toileting, and assistance with incontinence including pads, commodes, and catheter bags.
- Assisted with transfer and mobility using wheelchair and aides, or assistance in standing and movement to help the patient stay safe and comfortable.
- For private patients, helped with domestic duties such as cleaning, washing dishes, taking out the garbage, and vacuuming.
- Provided companionship simply by listening and understanding their likes/dislikes. I also encouraged the patient to eat a healthy, balanced diet and the correct quantities, making sure the way they eat is appropriate for them.

LIAISON OFFICER

Orient Foundation, Abuja

February 2018 – Till Date

Key Responsibilities

- Builds and maintains mutually beneficial relationships
- Facilitates Communication and coordinates activities among two or more people, agencies or organizations
- Any other duties as may be assigned by the Managing Director.

ASSISTANT HEAD ADMINISTRATION/HUMAN RESOURCES OFFICER

The Nigerian Society of Engineers

January 2016 – January 2018

Key Responsibilities

- Provides administrative support to the Secretariat
- Coordinate the General staff recruitment, training, welfare, promotion, discipline and all staff matters
- Maintain a comprehensive personnel information database system including up to date documentation of staff records.
- Ensure adequate recording and update of personnel information.
- Keep custody of the central registry, and monitor files movements.
- Secretary to some committees in the Department.
- Maintain adequate security of the secretariat.
- Carry out other duties as may be assigned by the Executive Secretary
- Any other duties as may be assigned by the Managing Director.

EDUCATION HISTORY

2023: Care Certificate: (Continuous Personal Development Certified) Diploma level 2 offered by Careskills Academy.

2015: Ladoke Akintola University- Masters in Business Administration (MBA)

2002: University of Calabar, Cross River State Nigeria – Bachelor of Science (B.Sc) in Economics

1995: Girls Technical College, Aba, Abia State - Senior Secondary School Certificate (SSCE)

1988: 67 Infantry Battalion Primary School, Aba – First School Leaving Certificate (FSLC)

CERTIFICATION AND OTHER PROFESSIONAL TRAINING ATTENDED

2022: Certificate of Training and Internship Adult and Social Care, Grace Skill Care Academy authorized by Grace Nursing Care Center.

Did the underlisted Care Mandatory Courses as a Continuous Personal Development (CPD) Certified Diploma level 2-4 offered by Careskills Academy

2023: Safeguarding and Protection for Adult Training

2023: Safeguarding and Protection for Children Training

2023: Healthcare Assistant Training

2023: Food Hygiene Training

2023: Medication Practice Training

2023: Infection Control Training

2023: Moving and Handling

2023: First Aid Training

2023: Fire Safety

2023: Basic Life Support

2023: Autism

2023: Stroke Awareness

2023: Mental Health

2023: End of life

2023: Health and Safety

Others

2013: Leadership Development Training

2012: New Opportunities to Navigate Uncertain Economic Environment

2011: Financial Economic and Exchange Transaction in Nigeria in the 21st Century

2011: Integrated Transportation Systems, Planning & Management

2010: Public Procurement of Engineering Project

2010: Budgeting and Economic Development in Nigeria

2005: Industrial and General Insurance Training School

PROFESSIONAL AFFILIATION

ICEN---Member, Institute of Chattered Economist of Nigeria

AWARD RECEIVED

2013: Most Courteous and Best-Behaved Staff of the Nigerian Society of Engineers for the year 2013

2005: National Drug Law Enforcement Agency (NDLEA Membership Award), NYSC, in recognition of active participation during the service year.

LANGUAGE AND HOBBIES

LANGUAGE: English & Igbo (Proficient in Listening, Speaking, Reading and Writing)

HOBBIES: Reading, Teaching, Interacting with Different People and Attending Seminars

REFEREES

Rev (Arc) Victoria Onu (CEO)

Grace Nursing Care Centre,

Police Housing Estate, Kurudu, Abuja, Nigeria.

+2348022237463

info@mygncc.com

Duke Ezikpe Mma

Dean, Grace Skills Care Academy

+2347068565402

dukeezikpemma@mygncc.com