








Personal details

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-  11 Mckenzie Road, Paddenhurst Bulawayo, Zimbabwe
-  February 2, 1988
-  class 4
-  Female

SKILLS AND COMPETENCE PROFILE

- Elderly Care
- Exceptional communicator
- Compassionate
- Personal care
- Medication administration
- Team player
- Disability Care
- Dementia care
- Complex care
- Safeguarding knowledge
- First Aid
- Documentation development
- Moving and handling
- Infection Control and prevention

Profile

I am a dedicated and compassionate healthcare professional with a proven track record in improving patient outcomes and ensuring their well-being. Experienced in monitoring vital signs, administering medication, and providing personal care with empathy and diligence. Committed to continuous learning through ongoing training and certifications. My career goal is to contribute to the healthcare field by leveraging my skills in elderly care and disability support to make a meaningful difference in patients' lives, while continuously expanding my expertise to provide the highest quality of care possible.

Key Achievements

- Recognised for exceptional patient feedback regarding compassionate care and attention to detail.
- Successfully completed specialised training in palliative care and infectious disease management, enhancing expertise in critical areas of healthcare.

Experience

Health care Assistant (Voluntary) 02/2022 - Present

Entembeni Old people's home

Duties

- Providing compassionate care to elderly residents, assisting with activities of daily living such as eating, grooming and mobility.
- Repositioning bedridden residents, monitoring vital signs, and reporting any changes in health status promptly to nursing staff.
- Ensure residents safety by protecting against harm, abuse, or neglect.
- Administering oral and topical medication under supervision of a medical professional
- Observing and recording resident's conditions, food and liquid intake and accurately documenting changes in care plan.
- Vigilantly monitoring changes in physical and mental health, reporting deterioration to management and family for urgent attention.
- Completing care documentation and monitoring progress.
- House Keeping

Support Care Worker - Attachment

11/2023 - 03/2024

Ralstein Home for the Aged

Duties

- Monitored the residents physical and emotional wellbeing including those with dementia.
- Fostered positive relationships with residents, offering emotional support and companionship.
- Monitored vital signs, administered medication, and managed wound dressing.
- Provided housekeeping, laundry services and assistance with activities of daily living.
- Recorded resident health information by making entries in their journals.

Family Care Giver

01/2021 - 12/2021

Duties

- Provided daily support to an elderly client and her diabetic son with Learning disabilities, including personal care.
- Assisted with meal preparations prompting the son to help, bathing and toileting needs all handled with diligence, kindness, and empathy.
- Liaised with the family to create the client's care plan which I implemented daily through my work.
- This included sorting out their diet, medicine, doctor's appointments any other additional welfare needs ahead of time.
- Continually worked to demonstrate that I can uphold the privacy and dignity, rights, health and wellbeing of clients and their family always.
- Great at communicating with clients in an open effective manner making sure that any concerns expressed by clients are dealt with or escalated to family or medical professionals.

Accounts Clerk

01/2017 - 12/2019

**ORGANISATION OF RURAL ASSOCIATIONS FOR PROGRESS (ORAP),
Bulawayo**

Duties

- Accounted for all payments with accurate supporting documentation.
- Prepared daily cash flows and reconciled bank statements.
- Managed receipts, payments, and general ledger entries.

Commodity Tracking Assistant

02/2013 - 12/2016

**ORGANISATION OF RURAL ASSOCIATIONS FOR PROGRESS (ORAP),
Bulawayo**

Duties

- Submitted timely and accurate reports based on waybills and data sheets.
- Managed stock items and documented goods received and issued.
- Captured internal orders, purchase orders and GRVs using HANSA world.
- Ensured proper documentation of warehouse issues.

Education

Certificate III in Individual Support (Ageing and Disability) (2023)

**Lupane State University in conjunction with Outreach Education & Training
Consultants, Bulawayo, Zimbabwe.**

BCOM Financial Management (Honors) (2017)

University of South Africa, South Africa.

Bachelor of Commerce Degree in Financial Management (2013)

University of South Africa, South Africa.

Centre for Development Studies (2010)

- Professional Diploma in Project Planning, Monitoring & Evaluation
- 2 'A' Level passes.
- 8'O' Levels, including Mathematics and English Language

Additional Information

- IELTS band 7.5

Certificates Obtained

- Life skills and work readiness training Programme – 2023.
- Palliative care in cancer and dementia care giving skills – 2023.
- Covid and Infectious disease Compliance Training Programme – 2023.

References

Mr Mahlangu(Clinical Assistant)

Entembeni Old People's Home

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Leisha B. Dube (Administrator)

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