

Nicole Donaldson

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If given the opportunity to demonstrate my abilities, I am confident I will meet and will strive to exceed any employers' requirements, to repay their faith in offering me an opportunity.

I am very hard working and able to complete any task given to me to the best of my abilities, I am always willing to try new things.

I believe I am a very friendly and out-going person and I am able to communicate with anyone.

PERSONAL ATTRIBUTES

- Ability to effectively liaise with management, supervisors, co-workers and the general public
- Ability to follow written and verbal instructions and demonstrate leadership qualities
- Ability to remain calm and confident under stressful situations

Education

- 2002-2005: Warners bay high school NSW – year 10 school certificate
- 2006-2007: certificate 2 in retail management
- 2007-2008: barista certificate
- 2010-2010: certificate 3 in aged care

Experience

Hillside nursing home NSW (2010-2012)

- Assist with morning and evening routines such as
- Showering and grooming
- Toileting
- Medications
- Meal supervision and feeding (if required)
- Assist with dressing into day and night wear
- Applying creams to affected areas and daily creams
- Monitoring behaviors and documenting any changes
- Assisting with daily BSLs
- Keeping the wards tidy and clean at all times
- Ensuring all doors and windows are locked at night or once room has been emptied
- Keeping an eye on residents and making sure there whereabouts are known at all times
- Monitoring what each resident is wearing and documenting it
- Monitoring any skin tears or changers
- Keeping daily bowel and fluid intake charts up to date
- Making sure special diets are being followed for certain residents

- Ensuring all residents are happy and safe at all times
- Assisting in keeping residents mobile by helping to walk and keep them active throughout the day

Mcintosh hostel-dementia NSW (2012 –2013)

- Assist with morning and evening routines such as
- Showering and grooming
- Toileting
- Medications
- Meal supervision and feeding (if required)
- Assist with dressing into day and night wear
- Applying creams to affected areas and daily creams
- Monitoring behaviors and documenting any changes
- Assisting with daily BSLs
- Keeping the wards tidy and clean at all times
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- Monitoring what each resident is wearing and documenting it
- Monitoring any skin tears or changers
- Keeping daily bowel and fluid intake charts up to date
- Making sure special diets are being followed for certain residents
- Ensuring all residents are happy and safe at all times
- Assisting with bus trips and ensuring residents are all present and accounted for while out and about.

Anglican care community care NSW(2012-2013)

- Assisting clients in household tasks such as
- Cooking
- Cleaning/ general domestic assistance
- Vacuuming/ mopping
- Showering and applying creams to affected areas and daily creams to skin
- Prompting medications and observing
- Assisting in transporting clients to appointments
- Assisting with shopping and social outings/ functions
- Encourage clients to keep active to the best of their abilities such as
- Walking around the house and garden
- Walking to and from the letter box
- Helping unpack groceries and lifting weights they are comfortable with
- Keeping a close eye on their general well-being such as diets, exercise and appointments
- Making sure the diabetics are keeping up with their daily BSLs and injections
- Carrying out general welfare checks support plans
- Keeping progress notes of each client, documenting happenings during each visit and nay changes

observed during the visit in regards to behavior , pain management , skin tears and bruising and mobility.

PCW (PERSONAL CARE WORKER) Bolton Clarke (2013 - 2018)

- Assisting clients in household tasks such as
- Cooking
- Cleaning/ general domestic assistance
- Vacuuming/ mopping
- Showering and applying creams to affected areas and daily creams to skin
- Prompting medications and observing
- Assisting in transporting clients to appointments
- Assisting with shopping and social outings/ functions
- Encourage clients to keep active to the best of their abilities such as
- Walking around the house and garden
- Walking to and from the letter box
- Helping unpack groceries and lifting weights they are comfortable with
- Keeping a close eye on their general well-being such as diets, exercise and appointments
- Making sure the diabetics are keeping up with their daily BSLs and injections
- Carrying out general welfare checks support plans
- Keeping progress notes of each client, documenting happenings during each visit and nay changes observed during the visit in regards to behavior , pain management , skin tears and bruising and mobility.
- Ensuring the clients are happy and enjoying their experience

Carrington Aged Care 2019 – august 2022

- Facility Care Worker (AIN)
- Assist with morning and evening routines such as
- Showering and grooming
- Toileting
- Medications
- Meal supervision and feeding (if required)
- Assist with dressing into day and night wear
- Applying creams to affected areas and daily creams
- Monitoring behaviors and documenting any changes
- Assisting with daily BSLs
- Keeping the wards tidy and clean at all times
- Ensuring all doors and windows are locked at night or once room has been emptied
- Keeping an eye on residents and making sure there whereabouts are known at all times
- Monitoring what each resident is wearing and documenting it
- Monitoring any skin tears or changers
- Keeping daily bowel and fluid intake charts up to date

- Making sure special diets are being followed for certain residents
 - Ensuring all residents are happy and safe at all times
- Assisting with bus trips and ensuring residents are all present and accounted for while out and about

- **Rostering Assistant**
- Leisure And Lifestyle Assistant (Relief)
- **Scheduling for community care:**
 - Assisting with filling shifts
 - on call
 - Meeting the client's needs when accommodating services.
 - following up with clients to make sure the standards are being met and they are happy.
 - assisting the team with rescheduling shifts when needed
 - helping the team when they are in need.
 - administrative duties when required.
 - assisting with events/ functions
- **Facility Administration relief**
 - assisting with answering the phone
 - booking visits for the residents
 - daily rostering sheets/time keeping
 - archiving and keeping track of files
 - making sure residents file were up to date
 - keeping up to date with stock orders
 - returning emails
 - greeting family members
 - engaging with residents
 - assisting staff with inquiries
 - packing and unpacking orders
 - taking minutes from meetings
 - completing all daily tasks

Anglicare: October 2022- Current

- Facility Care Worker (AIN), Relief Office administration, Casual/ Permanent
- Night Shifts and PM shifts
- Assist with morning and evening routines such as
- Showering and grooming
- Toileting
- Medications
- Meal supervision and feeding (if required)
- Assist with dressing into day and night wear
- Applying creams to affected areas and daily creams
- Monitoring behaviors and documenting any changes
- Assisting with daily BSLs
- Keeping the wards tidy and clean at all times
- Ensuring all doors and windows are locked at night or once room has been emptied
- Keeping an eye on residents and making sure there whereabouts are known at all times

- Monitoring what each resident is wearing and documenting it
- Monitoring any skin tears or changers
- Keeping daily bowel and fluid intake charts up to date
- Making sure special diets are being followed for certain residents
- Ensuring all residents are happy and safe at all times
- **ADMINISTRATION Officer**
- Supervising families/visitors with RAT testing
- Assisted with admin duties
- Rostering , ensuring we had enough staff on the floor
- Booking in residents families
- Scheduling meetings
- Welcoming new residents and collecting there information for their files/folder.
- Assisting with questions from families and helping when I can .
- Answering the phones/emails
- Ensuring everything is stocked up for the staff.
- Checking off RAT test
- Entering Dietary form for Residents
- Scheduling Staffing appointments with Management
- Entering Deliveries and Receiving.
- Keeping Families up to date with Monthly/weekly emails.
- Office ordering and doing stocktake
- Archiving files and organising them into years for easy excess, organising collection

**ANGLICARE MINTO GARDENS HEALTH AND WELLNESS
CONSULTANT June 2023- August 2024**

- Welfare checks on the residents
- Returning emails and follow up appointments
- Ensuring they have up to date paperwork for their care plans.
- Follow up with the chaplain to voice any concerns regarding residents wellbeing and spiritual needs
- Documents each visit to ensure correct information is being noted.
- Assistance with MY AGED CARE
- Follow up phone calls to ensure all referrals are in the system with My Aged Care
- Sending through referrals and accepting codes
- Reviews done each month on current residents.
- Keeping track of health updates and medical appointments
- Running an exercise program to suit the needs of the residents and abilities.
- Assistance the residents with the correct help they need eg cleaning and personal care

Referees:

Kate Williamson

Minto Gardens Retirement Living Manager

Mobile : 0419387870

Adam Richards

Chaplain for Minto Garden

Work Mobile number: 0498017224