

RESUME FOR ELLION KIPKIRUI MELLY

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PROFESSIONAL PROFILE

I am a caring personal care assistant a passion for improving the quality of life for the persons with disability. I am a, patient friendly and a great communicator, I am experienced in various aspects of disabled care and aged care provisions from general duties to interacting with clients. I am seeking a role with a quality service provider where I can continue to help people reach their goals and lead to their full lives.

CAREER OBJECTIVES

Seeking position as a support worker so that I can utilize my extensive knowledge and experience in aged care background and provide my compassionate care for the esteem clients. To pursue a dynamic and challenging career with an organization of repute by being a hardworking and confident individual who is eager to work in a challenging environment with opportunity to use skills and experience that I attained in my previous workplace and training that I got to provide high quality care and follow set rules & procedures, this gives value addition to the organization as well as offer opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

AVAILABILITY

Am fully and readily available for any allocation task and for any available shifts entailing Am, Pm, Sleepover and Active night.

PROFESSIONAL EXPERIENCE

- 2 year experience in age care.
- Have knowledge of providing residents/clients with both physical and mental disabilities with the support they require.
- Ability to carry out nursing plans in accordance with instructions and guidelines given.

ACHIEVEMENT

- I have increased my organizational skills significantly through managing multiple tasks efficiently to ensure all the clients arrive at their respective center on time.
- Working with clients with mental disabilities and behavior issues helped me developed knowledge and articulate communication skills demonstrated to the clients at any given time, accurate communications and inter- personal skills.
- I have learnt to focus under pressure, to comfortably work independently or in a team setting so as to make the clients feel better n loved despite their disabilities.

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- Have an excellent ability tied to problem resolution and trouble- shooting basic to complex issues that might be encountered at the work place.
- I have learnt how to comprehensively and systematically approach tasks, giving specific attention to details given at any time.

EDUCATION BACKGROUND / TRAINING / CLEARANCES

- First Aid and CPR Certificate
- National Police Check
- Driving Licence
- Working with children check
- Alison certificate for Elderly Care and Caring for the Disabled.
- NDIS worker orientation completion certificate.
- Certificate 4 in Disability
- Car with Comprehensive Insurance

WORKING EXPERIENCE

April 2024- November 2024

CATHILIC HEALTHCARE BODINGTON

Position: Personal Care Assistant

Duties and Responsibilities

- Helping care home residents with their personal care which includes getting dressed, washing and eating
- Providing company: chatting and sharing news
- Involvement with writing residents' care plans
- Providing information to family members regarding the care plan
- Ensuring that the resident's needs and wishes are met
- Working with other health and social care professionals to provide holistic care
- Recording and reporting essential information in the residents' daily reports accurately and immediately (communication systems, care and health monitoring, accident and incident reports)
- Administering medication under supervision (as detailed in their individual medication administration record)
- Gently encouraging residents to get involved with recreational activities and hobbies • Giving feedback to health and social care professionals

January 2023- March 2024

NURSE AND CARE AUSTRALIA AGENCY

Position: Personal care worker

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Duties and Responsibilities

- Assist with personal hygiene and toileting/continence management.
- Assist with mobility and use ceiling hoist systems when required.
- Preparing meals and helping patients eat their food
- Checking that patients take their prescribed medicine
- Comprehensive understanding of residential, dementia and nursing care. □
Documentation of clients' behaviour changes
- Handling all confidential information in a professional manner.
- Maintain well-detailed and accurate records of clients. □ Cleaning residents' rooms, changing bed linen.

January 2022 -December 2022:

SALVEO CARE

Position: Personal Care Assistant Duties
and Responsibilities:

- Medication administration
- Taking clients to medical and personal appointments
- Assisted clients in transition to other service providers
- Personal care duties
- Engage clients in community access activities.
- Implemented behavior intervention and support program

ADDITIONAL INFORMATION

Skills Used:

- Aged Care Personal Care Coordination Skills
- Record Keeping Skills Documentation Skills
- Effective Communication Skills
- Infection Control Waste Disposal Management

KEY SKILLS GAINED

- Ability to work under constant pressure while maintaining high degree performance

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- Problem solving and teamwork management
- Ability to plan and execute work plans effectively and efficiently
- Good communication and interpersonal skills.