


Rastu Pun

 **Home :** Unit 2/114 Trafalgar Ave, Umina Beach, 2257, NSW, Australia

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Gender: Female

ABOUT ME

An aged care and special needs childcare worker with ten years of professional experience in client-care services. Six in aged care and four in caring for children with special needs and youth. Possesses strong positive attitude, and a genuine interest in helping others. Excellent written and oral communication skills. Fluent in English, Nepali and Hindi. Comfortable working in a fast-paced environment and able to adapt to changing situations. Passionate about providing high-quality care to clients with a range of their needs.

DIGITAL SKILLS

My Digital Skills

Microsoft Office | Outlook | Microsoft Excel | Microsoft Powerpoint | Microsoft Word

COMMUNICATION AND INTERPERSONAL SKILLS

Skills

- Enthusiastic, a team player, hardworking and goal oriented, with excellent communication skills
- Experience in providing personal care and assistance to clients
- Knowledge of medical terminology and procedures
- Excellent written and oral communication skills
- Ability to maintain client confidentiality and dignity
- Strong attention to detail and ability to follow instructions
- Proficient in using medical equipment and technology
- First Aid/CPR and Basic Medical Knowledge
- Medication Management
- Self-Care and Adaptability
- Meal Preparation and Nutrition
- Safety Awareness

LANGUAGE SKILLS

Mother tongue(s): Nepali

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Hindi

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

WORK EXPERIENCE

[12/09/2022 – Current]

Nursing Support Worker

Royalty scope Nursing services

Address: 6 Hollings Cr, Heathcote, 2233, NSW, Australia

- Interact positively with participants, families, carers, and other key stakeholders
- Undertake all required aspects of participants' personal care
- Make decisions using sound judgement and problem-solving skills to advocate for the participant
- Monitor clients' vital signs, such as blood pressure and temperature, and report any changes to healthcare professionals
- Help clients with mobility, including transferring, positioning, and walking
- Administer medications as prescribed by healthcare professionals
- Maintain records and report any changes in the client's condition to the healthcare team

[20/08/2019 – 21/06/2024]

Activity Support Partner

Catholic Care Diocese of Broken Bay

Address: 3 McAuley Place Waitara , 2077, NSW, Australia

- Interact positively with participants, families, carers, and other key stakeholders
- Undertake all required aspects of participants' personal care
- Make decisions using sound judgement and problem-solving skills to advocate for the participant
- Monitor clients' vital signs, such as blood pressure and temperature, and report any changes to healthcare professionals
- Help clients with mobility, including transferring, positioning, and walking
- Administer medications as prescribed by healthcare professionals
- Maintain records and report any changes in the client's condition to the healthcare team

[29/08/2019 – 17/01/2023]

Assistant in Nursing (AIN)

Greenwood Aged Care

Address: 9-17 Hinemoa Avenue Normanhurst , 2076, NSW, Australia

- Assist residents by providing personal care services, such as bathing, dressing, and grooming
- Serve food and refreshments
- Arrange and tidy residents' living area, among others
- Monitor clients' vital signs, such as blood pressure and temperature, and report any changes to healthcare professionals
- Help clients with mobility, including transferring, positioning, and walking
- Administer medications as prescribed by healthcare professionals
- Maintain records and report any changes in the client's condition to the healthcare team

[22/04/2021 – 22/07/2021]

Assistant in Nursing (AIN)

Achieve Australia, Macquarie Hospital

Address: 12 Third Avenue, North Ryde, 2113, NSW, Australia

- Assist residents by providing personal care services, such as bathing, dressing, and grooming
- Serve food and refreshments
- Arrange and tidy residents' living area, among others
- Monitor clients' vital signs, such as blood pressure and temperature, and report any changes to healthcare professionals
- Help clients with mobility, including transferring, positioning, and walking

- Administer medications as prescribed by healthcare professionals
- Maintain records and report any changes in the client's condition to the healthcare team

[03/09/2018 – 01/03/2020] **Assistant in Nursing (AIN)**

Opal Specialist Aged Care

Address: 17 Pacific Highway, Wahroonga, 2076, NSW, Australia

- Assist residents by providing personal care services, such as bathing, dressing, and grooming
- Serve food and refreshments
- Arrange and tidy residents' living area, among others
- Monitor clients' vital signs, such as blood pressure and temperature, and report any changes to healthcare professionals
- Help clients with mobility, including transferring, positioning, and walking
- Administer medications as prescribed by healthcare professionals
- Maintain records and report any changes in the client's condition to the healthcare team

[07/06/2018 – 22/11/2018] **Waitress**

Singapore Air Lounge

Address: International Airport, Sydney Kingsford Smith SYD Airport. Sydney-Mascot, NSW, Australia

- Responsible for restaurant work including customer service
- Serve food, beverage, and alcohol
- Take orders, bring food to tables, refill glass, and clean tables, among others

[14/03/2018 – 09/06/2018] **Housekeeper**

Sheraton on the Park

Address: 161 Elizabeth St, Sydney, 2000, NSW, Australia

- Tend to guests' comfort by keeping rooms and the premises clean, by stocking their fridge with beverage, among others

EDUCATION AND TRAINING

[30/06/2023] **Bachelor in Early Childcare and Education**

Excelsia College

Address: 69-71 Waterloo Road Macquarie Park, 2113, NSW, Australia |

Courses include:

- Developing cultural competence and ensuring health and safety of children
- Using an approved learning framework to guide practice and fostering the holistic development and wellbeing of the child in early childhood
- Establishing and implementing plans for developing cooperative behaviour while promoting children's agency
- Analysing information to inform learning and design, and implementing the curriculum to foster children's learning and development

[06/09/2022] **Diploma of Early Childcare and Education**

Queensford College

Address: 9 Wentworth Street, Parramatta, 2150, NSW, Australia |

Courses include:

- Developing cultural competence and ensuring health and safety of children
- Using an approved learning framework to guide practice and fostering the holistic development and wellbeing of the child in early childhood

- Establishing and implementing plans for developing cooperative behaviour while promoting children's agency
- Analysing information to inform learning and design, and implementing the curriculum to foster children's learning and development

[17/08/2021] **Diploma of Community Services**

Cube Institute Pty Ltd

Address: 211 Hawthorn Rd., Caulfield North , 3161, VIC, Australia |

Courses include:

- Developing and implementing service programs and workplace community strategies
- Analysing impacts of sociological factors on clients in community work and services, promoting diversity and managing legal and ethical compliance
- Facilitating workplace debriefing and support processes, managing work health and safety
- Undertaking project work, leading, and managing team effectiveness
- Coordinating complex case requirements, and developing, facilitating, and reviewing all aspects of case management
- Providing case management supervision, managing people performance and project scope

[31/03/2021] **Certificate IV in Disability**

Cube Institute Pty Ltd

Address: 211 Hawthorn Rd., Caulfield North, 3161, VIC, Australia |

Courses include:

- Providing individualised support and following established person-centred behaviour supports
- Developing and providing person-centred service responses and facilitating the empowerment of people with disability
- Facilitating community participation and social inclusion, and ongoing skills development using a person-centred approach
- Providing person-centred services to people with disability with complex needs
- Working with diverse people and managing legal and ethical compliance
- Recognising healthy body systems and following safe work practices for direct client care
- Facilitating the interests and rights of clients
- Communicating using augmentative and alternative communication strategies

[19/07/2018] **Certificate III-AIN in Aged Care**

Roo's Consultants Education and Training

Address: Suite 1A, 37 Smith St, Parramatta, 2150, NSW, Australia |

Courses include:

- The basics of aged care, including human anatomy and how to keep it healthy
- Interpersonal skills (how to communicate with resident clients)
- Facilitation of the entertainment, empowerment of the elderly
- The effects of dementia, and strategies to communicate and support a client with dementia
- The ethics of working with the elderly
- Handling of equipment used in aged care
- Entertainment for the elderly
- First-aid care

[03/04/2018 – 24/04/2018] **Certificate III-AIN Trainee**

Huntingdons Garden Nursing Home

Address: 1/11 Connemerra Street, Bexley, Rockdale, 2216, NSW, Australia |

- Assist residents by providing personal care services such as bathing, dressing, and grooming
- Transport residents to and from their rooms, dining area and toilets
- Arrange and tidy residents' living area
- Serve (in some cases, feed) residents' food and refreshments
- Facilitate residents' personal development by helping them in their creative and recreational activities
- Tend to residents with dementia for the first two weeks

[23/02/2024]

CPR First AID and Basic Emergency Life Support

Development and Growth Pty Ltd.

Address: 8,47-51 Little Boundary Road, Laverton North, 3000, VIC, Australia |

Courses: First aid, basic emergency life support, and cardiopulmonary resuscitation

[19/11/2020]

Epilepsy Training for Support Workers and Midazolam Administration via Intranasal and Buccal Routes

Face-to-Face Training, Premium Health

Address: 350 South Rd, Hampton East , 3188, VIC, Australia |

Courses include:

- Exploring epilepsy trigger factors and discussing different types of epileptic seizures
- Reviewing the common medications to treat epilepsy
- Explaining the information required in a care plan
- Exploring the measures, including safe work practices, to be used in order to reduce the likelihood of injury
- Outlining the management of focal and generalized seizures
- Managing the unconscious breathing casualty
- Discussing the effects and possible side-effects of Midazolam
- Identifying what information is required on an emergency seizure management care plan
- The first aid management of status epilepticus
- Demonstrating the "drawing up" of Midazolam for intranasal administration
- Adminstrating intranasal and buccal Midazolam

REFERENCES

Registered Nurse

Sanju Paudel

St. Ives House

97 Killeaton Street, St. Ives, NSW 2075

0452-625-056

snju.paudel@gmail.com

Registered Nurse

Suman Wanta

Greenwood Aged Care

9-17 Hinemoa Avenue, Normanhurst NSW

0420-615-554

suman.wanta06@gmail.com

Team Leader**Saibu Jacob**

Catholic Care Diocese of Broken Bay

3 McAuley Place, Waitara NSW 2077

0416-577-894

saibu.jacob@catholiccaredbb.org.au

Home Care Manager**Julie Abissa Yakoso**

Royalty Scope nursing services

6 Hollings Cr, Heathcote NSW 2233

0435-298-842

julie@royaltyscope.com.au