

Sharmila Joseph

Citizenship : Australian • Date of Birth : 06/09/1974

Contact

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Profile

Objective I am seeking a position that will offer a varied and challenging career within a company that promotes growth amongst their employees.

I am a very passionate aged care professional. I strive to achieve excellence in the field of Aged Care. I work with passion, caring and efficiently with my team. I strive to achieve maximum efficiency and constantly increasing the level of care that is provided to residents. This in my opinion is simply done by guiding and empowering my colleagues to motivate and get the best results for each resident.

I endeavour to establish strong clinical and cultural foundations for any facility I work for and give my 100% to them to succeed and maintaining well above the KPI's set including meeting all care standards for accreditation. My vast aged care experience Involves directly with quality and improvements of care and achieving set KPI's, working with Implemented strategies to change and improve standards of care.

Availability 1 Month Notice

Key Skills

Excellent Resident Focus care & Leadership Skills	Exceptional Interpersonal & Communication Skills	Excellent Organizational & Time Management Skills	Standards Driven & Results Orientated
Ability to Liaise with People at all levels	Self-Motivated, Flexible & Energetic Enthusiastic	Computer Literate with Good Typing & Data Entry	Ability to adapt to All Situations
Organized Team Player & Leader	Ability to Handle Pressure & meet all objectives	Experienced AIN	Documentation & Reporting

Education

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| 2019 | Certificate III in Aged Care & Disability
<i>Studied at: ACT Careers, Sydney</i> |
| 2019 | Certificate IV in Aged Care
<i>Studied at: Wentworth College, Blacktown, NSW</i> |
| 2018 | Infection & Bug Control
<i>Inhouse Company Training SummitCare, NSW</i> |
| 2001 | Diploma in Management
<i>Studied at : Sri Lanka Institute of Management</i> |
| 1997 | Bachelor Of Ophthalmology
<i>Studied at University of Peradineva, Sri Lanka</i> |

Work Experience

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| Assistant In Nursing
<i>Scalabrini Village Austral</i> | August 2016 – Current |
| Assistant In Nursing
<i>SummitCare St Marys</i> | August 2018 – Current |
| Customer care (Retail)
<i>Mobitel Sri Lanka</i> | April 2009 – August 2011 |
| Sales Manager
<i>Hemas Pharmaceuticals srilanka</i> | May2007-December 2008 |
| HR Administrator
<i>HSBC Bank sri lanka</i> | January 2004-December2006 |
| Carer
<i>Mother Theresa – Prishan Foundation sri lanka</i> | March1992- December 2000 |
| Store Manager
<i>Opitterend Optical sri lanka</i> | February 1996- November 1999 |

- ✓ Ensure that the optimum care to residents is delivered and that all issues are managed appropriately
- ✓ Ensuring that Targets are met
- ✓ Achieve all requirements consistent with requirements of Aged Care Legislation, Regulations and Accredited Standards
- ✓ Monitor and Supervise functions when in charge
- ✓ Ensure that culture within the facility is of high standards through meeting /Training
- ✓ Adhering and working with Implemented changes within the facility and continuously improving processes Ensure policies, strategies and plans are always followed, maintain continuous compliance with Aged Care Accreditation Standards
- ✓ Assist ACFI coordinator to ensure the highest possible level of Commonwealth funding is maintained.
- ✓ Actively taking part in OH&S incidents / accidents and ensure that all actions and recommendations are followed
- ✓ Ensure Company policies are being adhered
- ✓ Liaise with appropriate personnel to ensure any issues are resolved and communicated in a timely manner.

Activities and Interests

Social Activities	Playing Netball
Hobbies	Swimming, Cooking, Reading Books & Embroidery
Traveling	Around Australia

Languages

Hindi (native)	English (fluent, writeSpoken)
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Referees

Available Upon Request

