

FLORENCE MATEMERA

PERSONAL CARE ASSISTANT / ASSISTANT IN NURSING

Address: Johannesburg, Kempton Park, South Africa

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PERSONAL STATEMENT

Endorsed as 'suitable' by the Australian Community Workers Association (ACWA) – ANZSCO 423111 Aged & Disabled Carer for roles in aged and disability care and certified under the Australian new aged care labour agreement, I bring 4 years of hands-on experience in the care and aged sector. Proficient in a diverse array of Care Services, I prioritize delivering exceptional care to patients. Fuelled by a deep passion for the caregiving field, I exemplify effective communication, strong work ethics, and clinical expertise. Adaptable to various tasks, I consistently uphold a standard of tact, patience, empathy, and unwavering integrity.

AREAS OF EXPERTISE

- Nutrition & Food Safety
- Emergencies, Falls & Fire Safety
- Working with clients with Dementia
- Community Integration and Activities,
- Information & Communication Handling
- First Aid and Safety
- Cooking and Dishwashing
- Sweeping, Mopping, Vacuuming, Dusting
- Disinfecting areas such as, public spaces, Meal rooms, Offices, Bathrooms
- Performing and documenting routine inspection and maintenance activities
- Basic Life Support
- Elderly Care
- Personal Care & Grooming
- Medication Administering

SKILLS & COMPETENCIES

- **Job Related Skills:** Able to work without Supervision, Fit and able to carry out physical work, Able to easily follow directions and guidance, Good Work Ethics, Attention to all detail.
- **Personal Skills:** Time Management, Leadership Skills, Good Communication Skills, Problem Solving Skills.
- **Systems Utilisation:** Computer Literacy (Word, Excel, Email)

SELECTED ACHIEVEMENTS

- Multitasked as I managed and marketed Events by Floe Pty Ltd until it had a big client base and a page with a following of more than 10000 on Facebook.

WORK EXPERIENCE

AGED CARE WORKER

Partners for Sustainable Development Solutions (PSDS)

March 2020 - Present

Duties and Responsibilities:

- Improving patient outlook and daily living through compassionate care.
- Ran errands for clients and drive to appointments to maintain wellness and support daily living needs.
- Maintain clean and well-organized environment for client's happiness and safety.
- Assisting patients with personal care to alleviate burden on family members.
- Working with nurse aids and social workers to provide specialised care and pain management.
- Following care plan and directions to administer medications.
- Monitoring client behaviours and emotional states, reporting concerns to case manager and documenting information in files.

- Bathing and Grooming Clients
- Bedding & Toileting
- Working in a multidisciplinary team to provide holistic care.
- Conducting daily home visits to provide home care palliative care for elderly patients living with terminal illnesses/ disabilities.
- Conducting hospital visits to provide support to the elderly refugees/asylum seekers without a family support structure.
- Developing and implementing individual care plan for patients in collaboration with a multidisciplinary team.
- Maintaining all care records in accordance with company policy and audit care records weekly to ensure accuracy.
- Leading and planning daily entertainment and activities for individuals and groups.
- Communicating any problems, concerns or issues to residents' family members as required.
- Accompanying chronically ill patients to hospital for their routine appointments.
- Providing psychosocial support to patients and families facing end-of-life care.
- Referring patients to other organisations for additional services and to promote continuum of care.
- Supporting social workers to coordinate access and referrals to specialist services.
- Assisting with wound care and bed care.
- Practice safe behavioural management in dementia care.
- Administration of medication for terminally ill patients.
- Preparing meals for the elderly, persons living with disabilities and special needs and terminally ill.
- Assisting with mobility exercises such as physiotherapy.
- Teaching patients and their families how to use mobility devices.
- Case discussions with multi-disciplinary team.
- Assisting social workers to complete reports for Voluntary repatriation and family reunification for elderly refugee/asylum seekers.
- Facilitating senior support groups for the elderly to promote a socialization (knitting classes, beading classes etc)

EVENTS PLANNER Weekend, & or Holiday Part time

November 2018 - Present

Events By Floe Pty Ltd

Responsibilities:

- Entire Event Planning
- Decorating
- Cleaning of Event Venue before and after the Event
- Disinfecting of Event Venue before and after the Event
- Cleaning of Event Cooking Utensils, Dishes, Cutlery
- Cleaning of Event Tables, Chairs, Carpets
- Ironing

EDUCATION AND CERTIFICATION

- Australian Community Workers Association (ACWA) – ANZSCO 423111 Aged & Disabled Carer
- Diploma in Caregiving – Asean Education (AOE)
- Certificate in Basic Life Support (Florence Academy)
- Certificate in Elderly Care Nurse Aide / Night Nursing (Chilton Au Pair and Nanny Training College)
- Certificate in Special Needs, Disabilities (Chilton Au Pair and Nanny Training College)
- Certificate in First Aide (Chilton Au Pair and Nanny Training College)
- High School Senior Certificate Grade 12 - (English, Maths, Religious Studies, History, IsiZulu)

REFEREES

Available on request.