

# KULBIR KAUR

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📍 Campsie, Australia 2194

## PROFESSIONAL SUMMARY

Hardworking Disability Support Worker dedicated to comprehensive, compassionate and individualized patient care. Manages appointments and medication, assists with bathing and grooming and maintains tidy environments.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## SKILLS

- Progress Monitoring
- Community Health Services
- Time Management
- Family Member Counseling
- Verbal and Written Communication
- Problem Solving
- Client Needs Assessment
- Relationship Building
- Infection Control

## EDUCATION

### SIGNATURE TRAINING COLLEGE

PARRAMATTA • 02/2021 - Present

**CERTIFICATE IV: Disability Services**

### ORANE INSTITUTE

INDIA • 04/2016

**Diploma: BEAUTICIAN**

### Punjab School Education Board (PSEB)

Mohali, India • 04/2013

**High School Diploma**

## WORK HISTORY

### OPAL AGED CARE - Disability Support Worker

BLACKTOWN, NSW • 03/2022 - Current

- Established nutritious meal plans and prepared daily offerings to meet patient dietary needs.
- Adhered to company requirements for patient interactions
- Coordinated care plans
- Conferred with supervisor to discuss patient condition and medical care.
- Kept accurate records for client files and handled related paperwork.
- Documented case notes daily and coordinated follow-up for seamless case management.

### Home Care Services - Disability Support Worker

CAMPSIE, NSW • 07/2021 - Current

- Prepared nutritious meals to meet individual dietary needs for clients.
- Maintained safety with tidy, clean and hazard-free home environments.
- Entertained, conversed and read aloud to keep patients mentally alert.
- Provided high level of physical support by lifting, adjusting and moving clients.
- Checked medication schedules and patient needs to enforce medication administration standards team-wide.
- Provided assistance in daily living activities by dressing, grooming, bathing and toileting patients.
- Cleaned house, ran errands, managed laundry and completed weekly grocery shopping.
- Established nutritious meal plans and prepared daily offerings to meet patient dietary needs.

## VISA STATUS - PERMANENT RESIDENT

I have full time rights to work in Australia

## ADDITIONAL INFORMATION

License: I used public transport currently. Hopefully in coming future I prefer to get license at the earliest.