

# RESUME

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## **Educational Qualifications**

- Current First Aid Course with CPR
- Current Work with children check
- Current police check
- Certificate IV in Community Services and Disability
- Cert III in Health Support Services
- Certificate III in Home and Community Care
- Cert. IV in Aged Care
- Cert.III in Aged Care

## **Employment History**

### **Northcott – Disability support worker October 2020 – till date**

#### **Responsibilities:**

- Assisting the clients with ADL's, cooking, washing, and taking for their appointments
- Provide person centered care to the clients.
- Assisting and providing support to the client with their daily acts of living
- In an emergency situation for e.g. clients not responding /sick/fall with severe injury before the Para medical staff arrives it is my duty to ensure that I assess the situation, apply First Aid Techniques, Communicate essential details of the incident, Assess the situation, Manage the causality.
- Reporting changes to the Supervisor and documentation as and when its required

### **Home Caring - Disability Support Worker July 2019 – September 2020**

#### **Responsibilities:**

- Communicating with clients and their families effectively
- Work according to the clients care plans.
- Provide person centered care to the client
- Assisting and providing support to the client with their daily acts of living.
- Assisting and administering medication to the client
- Taking clients to their important appointments
- Documenting the clients progress, forms and charts
- Communicating and working harmoniously with the other team members.
- Managing challenging behaviors on a daily basis by giving 1:1 and tender loving care to the residents.

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## **Australian Unity - Community Support Worker February 2013 – June 2019**

### **Responsibilities:**

- Delivering quality care to the clients with Disabilities, Challenging behaviors and Mental Health issues
- Assisting with all aspects of Personal Care (e.g. toileting, showering, dressing)
- Assisting with Domestic Duties (light household chores)
- Assisting clients and taking them to appointments, accompanying the clients for outings
- Assisting the clients in community participation
- In an emergency situation for e.g. clients not responding /sick/fall with severe injury before the Para medical staff arrives it is my duty to ensure that I assess the situation, apply First Aid Techniques, Communicate essential details of the incident, Assess the situation, Manage the causality.
- Reporting changes to the Supervisor and documentation as and when its required

## **Uniting – Personal Care Assistant August 2009 – January 2013**

### **Responsibilities:**

- Delivering Quality Care to the Residents with high care needs, Dementia and Mental health issues.
- Managing challenging behaviors on a daily basis by giving 1:1 and tender loving care to the residents.
- Liaising with families and Doctor as and when needed
- In an emergency situation for e.g. residents is not responding /sick/fall with severe injury before the Para medical staff arrives it is my duty to ensure that I assess the situation, apply First Aid Techniques, Communicate essential details of the incident, Assess the situation, Manage the causality.
- Administer the Medications to the Residents as per Doctors orders / Medication Charts.
- Dressing Simple Wounds and reviewing them on a weekly basis.
- Reviewing the Medication Care Plans as per the Policy.
- Completing Resident's Assessments in iCare(electronic documentation) as and when asked by the Manager/Supervisor
- Giving General Assistance and Guidance to the Residents / Family members/ Allied Health Workers/ Contractors on a daily basis.

## **Coles – Service Assistant March 2008 – July 2009**

### **Responsibilities:**

- Excellent interpersonal skills oral and written communication
- Providing superior customer service by showing natural empathy to the customers
- Work without the supervision.
- Handling the stock by arranging and placing them in the proper sections.
- Complete the job within the time frame.
- Providing assistance to the customers as and when required.
- Abide the rules and regulations of the company.

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- Friendly, enthusiastic and strong team player
- Maintain an impeccable standard of grooming and presentation.

### **Four Seasons Hotel – Shift Engineer February 2007 – February 2008**

#### **Responsibilities:**

- Providing an exceptional customer care service by showing natural empathy to the customers
- Operating and maintaining Hotel equipment.
- Ensuring Electrical as well as Mechanical equipments are in working order.
- Work in coordination with the team members.
- Maintain an impeccable standard of grooming and presentation.

#### **References on request**