

Sabina Basnet
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SUMMARY

Versatile and dedicated healthcare professional with over six years of experience as an Assistant in Nursing, complemented by strong administrative expertise in customer service and office management. Proven ability to deliver compassionate patient care while assisting with daily living activities and monitoring health conditions. Experienced in engaging with NDIS participants, facilitating communication with families, and ensuring compliance with health regulations.

PROFESSIONAL EXPERIENCE

ADVANTAGED CARE

Assistant in Nursing

November 2024 - Current

Accountabilities

- Assisting with personal care such as showering and dressing
- Supporting day-to-day tasks such as eating and social activities
- Working with clinical team members to ensure care plans are followed
- Maintaining documentation and working as part of a team to ensure our residents health and wellbeing are optimised
- Providing high quality service to families and residents

FIRST CARE

Customer Service Officer

June 2023 – September 2024

Accountabilities

- Data entry and maintenance, filing and invoicing
- Coordinating all aspects of the service, including rostering, to ensure that the staff-to-service user ratio is adequately filled on all shifts
- Responding to general enquires and processing invoicing referrals.
- Engaging with NDIS participants, carers, families and support workers.
- Assists NDIS Team Manager to prepare NDIS Agreement.
- Assists NDIS Team Manager with monitoring client NDIA funding and producing reports as required.
- Communicate effectively in a professional manner and ensure ongoing positive relationships are formed with participants family members and carers.
- Develop and manage internal and external relationships with other groups or organisations linking service users and the team with internal and external resources.

CRE8TIVE ROOFING SERVICES

Administrative Officer

Aug 2020 – May 2023

METAL ROOFING BUILDING SUPPLIES

Customer Service Representative

July 2019 – July 2020

QUAKERS HILLSIDE CARE COMMUNITY

Assistant in Nursing

June 2013 – April 2018

Accountabilities

- Assisting with daily living activities such as bathing, dressing, feeding and mobility support.
- Observing and reporting on patients physical and emotional conditions, including vital signs and any changes in behaviour.
- Providing emotional support to patients and their families, fostering a comforting environment.
- Maintaining accurate records of patient care and observations, ensuring compliance with health regulations.
- Working under the supervision of registered nurses and collaborating with healthcare team to deliver optimal care.
- Following hydyne protocols to prevent infection and promote safety in the healthcare environment.
- Complying with organisational policies and procedures and legal requirements related to patient care.

HOLYSPRIT CROYDON

Assistant in Nursing

April 2012 – March 2016

Accountabilities

- Maintain regular contact with the personal care team and communicate with other professional staff.
- Ensure resident personal information, activity plans and other relevant information is documented for program evaluation purposes.
- Participate in activity program evaluation and adapt change to resident care programs.
- Continuously assess the recreational needs of residents
- Assist residents with their recreational needs in a way that respects their dignity and privacy

EDUCATION AND TRAINING

Advance Diploma in Accounting

Certificate III in Age Care

Certificate IV in Leadership and Management

Cleared Working with Children Check/National Police Check

Current First Aid Certificate

NDISWC

REFERENCES

Reference will be provided at interview