

Sweta Shrestha

Gender : Female

Age : 23years

Nationality : Nepali

Address : Hornsby, 2077 NSW

Contact Number : 0450990923

Email : theswetztha@gmail.com

WORKING EXPERIENCE:

- Working as a Community Care Worker(Part Time) in Hammond Care at Homes (Bugari Cottage at Terry Hills)
- Working as a Nursing Assistant in Terry Hills Nursing Home.
- Worked as a Receptionist/Administrative Officer in Advance College, Burwood.
- Worked in a housekeeping in Cottage Point Inn.
- IGE (Incoming Global Entrepreneur)/Intern in AIESEC.

ATTRIBUTES:

- Possess strong organizational skills
- Have a collaborative and team-oriented approach
- Strong customer service focus and ability to priorities
- Knowledge of medical terminology and infection control standards
- Have awareness of WHS, fire regulations and manual handling procedures
- Creativity & Optimistic Analytical & logical thinking
- Excellent interpersonal and communication skills
- Patience, energetic and calm under-pressure.
- Strong willing power and effective communication
- Teamwork, positive attitude, reliable and ethical

KEY RESPONSIBILITIES:

Community Care Worker/ Nursing Assistant Advance Roles

- To establish rapport with families, staff and volunteers and facilitates communication between
- To protect the rights of residents and ensures care provided maintains resident's dignity
- To respect the confidentiality of residents as well as other team members
- To have an understanding and commitment to Continuous Quality Improvement
- To attend the personal needs of the resident including all activities of daily living, social
- To provide opportunities for residents to participate in meaningful activities
- To support resident's choice/decision making
- To provide domestic services in the residential facility including food handling, laundry, cleaning
- To report and document any changes in resident's health and well-being
- To maintain hygiene/safety practices in accompanying caring tasks
- To demonstrate an ability to complete appropriate Incident/Hazard Reports
- To have awareness of practices and maintains a safe environment including Fire Safety,
- To maintain the workplace equipment and environment
- To recognize health and environmental hazards and reports damages, faults and problems
- To fulfill duties as allocated and prepared to alter routines to meet the changing needs of the residents
- To maintain appropriate hand-washing techniques
- To follow correct Manual Handling Procedures

EDUCATION:

- Bachelors In Nursing (Currently)
(Charles Darwin University)
- Certificate IV in Ageing Support (August 2023)
(Advance College, Burwood)

TRAININGS:

- Manual Handling
- Infection Control and hand hygiene
- First Aid Training
- Incidents/accidents/hazards management training
- WHS training
- Elder abuse training
- Dementia handling

CERTIFICATIONS:

- Certificate IV in Ageing Support
- NSW Police check
- Working with Children Check

REFERENCES:

- 1) Dejeena Maharjan (CCW at Bugari cottage) (0414463902)
- 2) Saujanya Subedi (NAAR at Terry Hills Nursing home)
0450990923