

## **SAJINA UPRETI**

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### **Objectives:**

- To provide quality of care so that the elderly can live with maximum dignity, comfort and independence.
- To be flexible and adaptable especially in dealing with elderly without losing focus for excellence and a personal sense of commitment to serve.

### **Profile:**

- A well- presented, well organized, hardworking and enthusiastic individual who is passionate about improving people's lives and making sure that every person under my supervision receives the highest level of care and attention.
- Enjoy working as a care assistant and take great personal satisfaction in performing my duties and in developing a greater understanding of the people I work with.
- Possesses a caring and friendly approach to work and is easily able to relate to people from a variety of background.

### **Training:**

- Provide individualized support
- Support Independence and wellbeing
- communicate and work in health or community service
- Work with diverse people
- work legally and ethically
- Recognize healthy body systems
- Follow safe work practices for direct client care
- Facilitate the empowerment of older people
- provide support to people living with dementia
- meet personal support needs
- support community participation and social inclusion
- provide first aid
- Promote aboriginal and Torrens strait Islander cultural safety

### **CERTIFICATIONS**

Aged Care Certificate III- Individual Support

First Aid & CPR

NSW Police Check

### **Work Experience**

- Work at Thomasan Health care for more than 1 years.

### **Key Responsibilities:**

#### **Assistant in Nursing- Under Supervision (Work Placement)**

- To protect the rights of residents and ensures care provided maintains resident's dignity and privacy.
- To respect the confidentiality of residents as well as other team members.
- To have an understanding of the internal/external complaints mechanism.
- 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 emotional support in accordance with the care plan and at the direction of the Supervisor Care Leader / Duty Nurse.
- 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 and other tasks as instructed by the Care Leader / Registered Nurse.
- 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, Evacuation, and Emergency Procedures.
  - To maintain the workplace equipment and environment.
- To recognize health and environmental hazards and reports damages, faults and problems, using appropriate incident reporting.
- To fulfill duties as allocated and prepared to alter routines to meet the changing needs of the residents.
- To work cooperatively as a team member and supports new and less experienced staff.
  - To maintain appropriate hand-washing techniques.
- To follow correct Manual Handling Procedures.

### **SKILLS**

- Able to work under pressure and multitasking.
- Be an able communicator (verbal and written).

- Have a collaborative and team-oriented approach.
- Strong customer service focus and an ability to priorities.
- Excellent phone manners and customer service focused.
- Knowledge of medical terminology and infection control standards. ▪ Drive and Initiative in taking on responsibilities and achieving results. ▪ Experience and exposure to the backup office applications and services. ▪ Have awareness of WHS, fire regulations and manual handling procedures. ▪ Experience and exposure to various hardware and software applications include, but not limited to, Windows 7, Windows Vista, Windows XP, Windows 2000, Windows 2003, Windows 2008 and MAC operating system platforms as well as Active Directory and MS Office Suits.

### **ACHIEVEMENTS**

- Highly appreciated for my hard work and efforts wherever I had worked • Highly appreciated by the trainer/assessor for my class performances • Highly appreciated at my work placement for my quick learning attributes • Highly appreciated by the management and the clients for my contributions and support.

### **REFEREES**

- Ambika Dallakoti , Registered Nurse , kopwa ltd  
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