



OBJECTIVE

Providing care that promotes quality of life and enhances the ability of individuals to maintain their independence.



Oran Park, NSW



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VICKY VELLA

PROFESSIONAL SUMMARY

I have been in Aged Care for a period of 14 years. I am an attentive, compassionate, and responsible Nursing Assistant with a strong commitment to providing quality aged care so that the elderly can live with maximum dignity, comfort, and independence. Extensive knowledge of nursing procedures and empathetic to the needs of residents, responding respectfully. I work well with all levels and types of people and will always put the patient at the centre of every nursing decision that is made. It gives me great satisfaction in being able to take care of the vulnerable in our community and work with my team to provide high quality care to people of different ages and backgrounds.

KEY SKILLS

- Organised
- Time management
- Multitasking abilities
- Sympathetic
- Active Listening
- Emotional maturity
- Leadership
- Judgment and Decision-Making
- Critical Thinking

TRAINING AND QUALIFICATIONS

- Certificate III Aging support
- Certificate IV Aging support
- CHCCS305C Medication Assistance
- HLTHSE4A Manual Handling
- First Aid
- CPR

WORK HISTORY

Assistant in Nursing (AIN) Carrington Age Care Grasmere, NSW
Oct 2017 - current

- Develop and maintain courteous and effective working relationships
- Maintain energy and enthusiasm in fast-paced environment
- Provide confidentiality, dignity, and privacy to residents
- Respond immediately to calls from residents for assistance
- Communicate with patients to ascertain feelings or need for assistance and provide social and emotional support to residents
- Attend to daily tasks regarding care and personnel hygiene
- Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff and administer medication when required
- Administer medications from webster packs, eye drops, heat packs and assist Registered Nurses with s8 drugs
- Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine
- Actively listen to residents, handled concerns quickly and escalated issues to supervisor
- Liase with immediate family, Registered Nurses, physicians about patient condition, treatment plans, or appropriate activities
- Prepare reports and documents for clients' progress
- Working knowledge of medical terminology

Ain /Team Leader Bankstown City Age Care Bankstown, NSW
Nov 2009 - Sept 2017

- Built strong relationships with residents through positive attitude and attentive response and maintained high standards of care
- Provided personal care training to new and/or inexperienced staff
- Motivated team members and assessed performance
- Implemented daily routine schedule for staff and actively motivated team members to ensure tasks were completed and goals achieved
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork
- Exceeded organisational set goals through effective task prioritisation and strong work ethic
- Demonstrated respect, empathy, and willingness to help staff and clients as needed
- Carried out day-to-day duties accurately and efficiently
- Performed duties following all applicable standards, policies, and regulatory guidelines to promote safe working environment
- Worked unsupervised with authority to work without management or Registered nurse
- Assist residents effectively manage routine bathing, grooming and other hygiene needs
- Administered Webster pack medications, S8, BSL, insulin and report any changes to residents BSL levels and follow doctor instructions
- Implemented mobility devices, equipment sling, stand up lifters, slide sheets to lift residents, following all safety procedures to avoid injuries
- Attend to wound care e.g. cleaning, realignment of skin tears, dressings
- Assisted patients with mobility needs, including moving to and from beds, organising wheelchairs and preparing assistive devices
- Checked patient vitals i.e., temperature, blood pressure, blood sugar
- Completed and logged all care actions in medical software system
- Assisted with feeding and monitored intake to help patients achieve nutritional objectives
- Promoted good oral and personal hygiene by aiding patients with shaving, bathing and teeth brushing
- Answered call buzzers and supported patient comfort and safety by adjusting bed rails and equipment
- Evaluated patients to identify new wounds, changes in behaviour and any other medically relevant symptoms
- Identified and reported unsafe situations to Rn/Management in accordance to safety protocols
- Collaborated with peers, Registered Nurses, Management and discussed ways to resolve client or medical issues
- Updated care plans on assessments, and completed allocations of assessment and placing information, to portfolios of residents
- Actively participated in meetings, where appropriate, and provided input to promote teamwork, improve processes and client service
- Followed up on Acfi assessments and updated using Acfi funding instrument and funding tools
- Administer medication (webster packs), s8 drugs, eye drops and apply heat packs

- Followed up on doctor's report, instructions to changes in residents' medication or care, progress and hand over notes
- Submitted client prescriptions to pharmacy
- Prepare and arrange hospital and ambulance transfer documentation

Age care worker
Sep 2008 – Oct 2009

Durham Green Care

Menagle, NSW

- Assisting residents with all personal care tasks
- Administer medication when required.
- Accompanying residents on daily walks
- Preparing reports and documents for clients' progress
- Providing general care and emotional support to residents

Accounts Administration Clerk Lazy Boy Furniture Prestons, NSW
Mar 2000 - Feb 2008

- Generated financial statements and reports detailing accounts receivable and payable status for management review to aid in financial and business decision making
- Completed accurate journal entries, accruals and performed monthly closing processes for both accounts receivable and payable
- Prepared customer invoices and promoted consistent accuracy of billing information by reconciling accounts monthly
- Processed vendor invoices and verified accuracy of accounts payable payments, resulting in reduction in payment errors and late fees and cheque reissues
- Investigated daily variances found and corrected errors to resolve discrepancies
- Verified vendor accounts by reconciling monthly statements and related transactions
- Maintained good working relationships with vendors, managed invoices and resolved disputes
- Attended to customer and vendor inquiries

REFERENCES

Available upon request.

