

Resume

Caroline Sedgwick

Address	2/442 Ocean Beach Road, Umina NSW 2257
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Education & Training	<p>2019 Statement of Attainment, Assist Clients with Medication skill Set</p> <p>2015 Certificate IV in Frontline Management Aged & Community Serv.</p> <p>2006 Certificate IV in Aged Care Work (Distinction), Gosford TAFE</p> <p>2002 Certificate III in Community Services, Aged Care, Gosford TAFE</p> <p>2013 Practical, Positive Leadership in Aged Care</p> <p>Aged & Community Services Association of NSW & ACT</p> <p>2013 Understanding Depression & Anxiety in Older People, Beyond Blue</p> <p>2013 From Mate to Manager, Realise Performance in Aged Care</p> <p>2013 Healthcare Fire Safety Officer Course</p> <p>Specialist Training & Development Services Pty Ltd</p> <p>2012 ACFI in Practice- Making it Work for You</p> <p>Aged & Community Services Association of NSW & ACT</p> <p>2012 Wound Care Essentials, Central Coast Community College</p> <p>2012 Mental Health First Aid Course, Mental Health First Aid Aust.</p> <p>2010 Certificate II in Business, OTEN TAFE</p> <p>2009 Certificate III in Business Administration (Medical), CCC College</p>
	<ul style="list-style-type: none"> * 15 + years' experience in aged care * Ability to liaise across all levels and build strong relationships with colleagues, residents and their families * Excellent listening and communication skills/adjusting to impairments such as hearing and language limitations * Service oriented, client focused * Team Leadership * Ability to work autonomously and as part of a team * Reliable and dependable * Organisational skills and the ability to manage multiple projects * Professional and ethical * Passion for my work * Conscientious and thorough * Initiative and drive * Flexible and able to adapt to change * Sense of humour *
* Computer Skills	Proficient in Microsoft Office Suite (Word & Excel), typing 60WPM
* Hobbies	Walking, yoga, reading, movies, eating out and spending time with

&Interests	family and friends.
References:	Referees will be disclosed on meeting.

November 2020 - present.

Peninsula Village Hostel Ltd.

Currently working as a Care Partner - caring for high and low care residents in a variety of shifts across the village, ensuring the Registered Nurse is informed of any resident issues and changes.

Duties include:

- * Medication administration
- * Personal Care
- * Documentaion
- * Nutritional requirements
- * Companionship and social interaction

November 2019 to November 2020 Christadelphian Aged Care Ltd. Chamberlain Gardens, Wyoming, NSW.

Chamberlain Gardens in Wyoming in a Certificate IV role, duties included:

- * Medication administration, including witnessing S8 medication with the Registered Nurse.
- * Overseeing to the care of the residents and reporting any issues to the Registered Nurse
- * Wound care
- * Instilling eye drops, applying creams, assisting with inhaler medications.
- * Documenting as per the organisational policies and procedures.
- * Following and implementing WH&S procedures and ensuring staff are adhering to all infection control practices.

August 2018 to November 2019 Allity - Henry Kendall Aged Care, Wyoming NSW. Assistant in Nursing/Administation Assistant.

Have been working as an Assistant in Nursing at Henry Kendall Aged Care for the past 12 months. During part of this time, I have worked with high care residents giving personal care and assisting with all activities of daily living.

I was transferred over to assist with administrative duties for approximately 8 months.

- * The major part of my job involved the overhauling of the clinical resident files, which involved working through all of the files to reorganise, collate, archive, redirect and replace where necessary all relevant information.
- * Utilising my own skills, clinical knowledge and following the organisation's protocols, I designed a "table of contents" for the documentation to be filed correctly.
- * Created a "Getting to know me" mind map for each resident which involved interviewing each

- resident and liaising with their family members.
- * Prepared the transfer packs for the residents moving to other homes due to the closure of the facility.
- * Provided relief reception duties and other administrative duties.

While working here, I have completed my Medication Competency as required by this facility and have my Statement of Attainment from TAFE - Assist Clients with Medication Skill Set.

I am leaving Henry Kendall Aged Care, Wyoming as they have now ceased to operate.

November 2017 to August 2018
Daughterly Care - Narrabeen
Carer

Have been working as a live-in-carer in homes across Sydney. Working with high care clients with specific clinical requirements. Providing companionship and assistance with all activities of daily living.

March 2016 to March 2017

Disability Support Worker
Life Without Barriers - Central Coast. NSW

Worked in a group home where the residents had severe intellectual and physical disabilities. All residents suffer from different forms of epilepsy with regular seizures.

Duties involved are:

- * Personal care
- * Medication Management
- * Seizure management
- * Emotional support
- * Recreational Activities
- * Nutrition management
- * Community access
- * House keeping
- * Office duties

May 2012 – November 2015

Team Leader (Grade 4)
Central Coast Community Care Association Ltd

Reporting to the Facility Manager responsible for managerial functions in relation to the operation of the facility and documentation. Co-ordinated visits by allied health professionals to the hostel, including consent forms and follow up reports to their consulting GP's and families.

Responsibilities

- * Assisted the facility manager with clinical admission of respite and permanent residents
- * Liaised with facility manager regarding resident progress reports
- * Oversee the personal care of residents provided by staff in line with the care streams
- * Liaised with relatives and representatives regarding provision of care to residents
- * Liaised with doctors and pharmacy regarding medication management for residents
- * Attended, facilitate and follow up resident care changes in relation to visits by doctors
- * Managed residents' folders and progress notes
- * Assisted with clinical assessments of residents
- * Participated in resident case conferences
- * Monitored and assessed residents' daily computerised care charts
- * Liaised with external allied health professionals
- * Co-ordinate medication administration
- * Relieved facility manager during periods of leave/absence
- * Liaised with CSEII staff when completing resident assessments
- * Complied with company policies, procedures and mission statement.
- * Reported WH&S and infection control matters
- * Ensured maintenance items were reported promptly and noted in the maintenance log
- * Liaised with supplies manager to replenish stock
- * Stock control of incontinence pads to residents – ordering and liaised with suppliers
- * Attended and provided constructive and positive input to monthly staff meetings
- * Completed weekly resident documentation as allocated

Key Achievements

Effectively maintained communication with residents' family members, gaining their confidence and trust to provide the greatest level of care

Implemented staff communication system for management and control of incontinence pads. This included developing pad round forms, signage and instructions to staff, resulting in correct provision of incontinence pads and control of distribution and usage. Inventory control is managed directly via the supplier's website and online ordering system.

Redesigned the resident shower list to ensure all the information needed to direct staff as to what each resident required in personal care was detailed on the form and then ticked off by care staff.

August 2007 – April 2012

Aged Care Assistant/Activities Officer Baptist Community Services, Kariong

Commenced in Community support and after 2-1/2 years moved into work at Baptist's Aged Care Facility - Orana - at Point Clare working in high care, low care and dementia.

Responsibilities

- * Personal care
- * Companionship
- * Meal preparation

- * Advocacy
- * High and low care work
- * Transitional care - community
- * Lifter experience
- * Medication supervision
- * Develop and implement activity programs

Key Achievements

Developed the skill, confidence and ability to work with dementia residents, high care residents and community clients

March 2005 – July 2007

Aged Care Assistant

Peninsula Community Centre Inc.

Community work with Peninsula Community Centre providing home care for clients.

Responsibilities

- * Provided clients with emotional and social support
- * Assisted with all activities of daily living including advocacy and confidentiality
- * Reported to case manager regarding medical, ethical or family issues
- * Housekeeping and meal preparation
- * Transport - shopping, doctor's appointments or recreational
- * Medication supervision

January 2003 – March 2005

Personal Care Assistant (CSE2)

Woy Woy Community Aged Care

Woy Woy Community Aged Care was a 40-bed hostel. I worked in the low care hostel and dementia specific cottage.

Responsibilities

Wound care, dressings
 Assist with medication
 Report writing
 Recreational activities
 Assist with daily activities

Key Achievement

Gained extensive experience with dementia and the related behaviours and developed a proven ability to care for dementia patients.

January 2002 - December 2002

During this period, I studied a Certificate III in Community Services on a full-time basis.

Prior to 2002

Completed secretarial studies upon leaving high school and worked in a variety of secretarial and administration roles:

Gosford City Council - Administration (HR Department)
Secretarial work - various placements - temp agencies
IDG Communications Pty Ltd (computer magazine publishers) - Accounts clerk/typist
Caiman Australia Pty Ltd (manufactured cleaning chemicals) - Office Admin. Assistant
A-One School Photos - Data entry computer operations
Somerville Electric Pty Ltd (electrical contractors) - Receptionist/typist
W J Peterson & Associates Pty Ltd (credit management services - Legal Secretary
Telecom (Telstra) Australia - Administration Officer
Medibank Private - Typist/clerk