

## PROFILE

I'm an enthusiastic, self-motivated, reliable compassionate person. I'm adaptable to all challenging situations.

My greatest strength is building relationships with clients and families. I enjoy meeting people and listening to ensure care.

I have worked in the age care and disability for 15 yrs and has been challenging but enjoy the results that I achieve.

## CONTACT

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## HOBBIES

Walk on the beach  
Camping  
Family time  
movies

## VICKIE SILJANOVSKI

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### WORK EXPERIENCE

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#### **Nursing group - Care coordinator/ Rostering**

Feb 23 –current

- Liaise with clients/participants in service needs. Sending out client rosters. Checking in/following up with clients' needs and training. Liaising with supports coordinators and NOK regarding costings and approvals.
- Setting up in system of new clients/participants.
- Working with onboarding of new staff/ inductions and training.
- Create rosters to align with approvals and make last minute changes if required.
- Managing all rostering tasks, including generating / scheduling services, filling shifts when required.
- Rostering training shifts. Check funding advise clients.
- Ensure services are delivered at a high level of holistic, person Centre care.
- Identify areas of risk, health, and wellbeing.
- Maintain client expectations by providing timely response to all enquiries.
- Building a relationship with internal and external stakeholders.
- Ongoing client assessments develop and review of care plans.
- Motivate and mentor and manage team of supports.

#### **Bridges Alliance - Service coordinator**

Dec 21–JJan23

- Receiving referrals and creating profile based on assessments.
- Liaising with stakeholders.
- Meet and greet clients and families.
- Monitoring and improving the safety of work area by identifying hazards and making recommendations in resolving safety issues.
- Responsible for purchases in House care, Petty cash, Maintenance.
- Motivate and mentor and manage team supports.
- Liaising with stakeholders.
- Managing a team of staff.
- Recruiting / Training.
- Building a relationship with clients and families.

### **Carrington care Ain /Team Leader**

Oct 2017–Nov 21

- Assisting with personnel care
- Mobility and communication
- Supporting dementia and behavioral clients, managing and supervising staff problems
- Adminstrating medication from webster packs
- Insulin and bsl's
- Wound care
- S8 drugs
- Managing and supervising staff
- Responsible for deciding how to approach task and develop a plan to accomplish them.
- Structuring tasks and assigning to staff
- Daily notes / Handover
- Time management
- Training staff

### **Bankstown city age care -Ain/Team Leader**

Nov 07-Nov 21

- Assisting with personnel care
- Mobility and communication
- Supporting dementia and behavioral clients, managing and supervising staff problems
- Adminstrating medication from webster packs
- Insulin and bsl's
- Wound care
- S8 drugs
- Hospital transfers
- Supporting Doctors on visits
- Following thru prescriptions with the pharmacy
- Communication with staff and managements
- Structuring tasks and assignments to staff

### **Education**

- Cert 1V Aging support
- Chccs305c Medication assistance
- First Aid
- Manual Handling

- Cert IV Pharmacy
- Understanding NDIS

### **KEY SKILLS**

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- Leadership
- Active listening
- Multitasking abilities
- Emotional Maturity
- Critical thinking
- Time management
- Team player

References upon request