

Carlos Ortiz
Wahroonga, NSW, 2076

1st of July 2025

Dear Sir/Madam,

Expression of Interest: Personal Care Worker/ Assistant in Nursing

I am writing to express my interest in working as a Personal Care Worker/ Assistant in Nursing at your facility. I have completed the Certificate III in Individual Support (Ageing and Disability) at Meadowbank TAFE.

During my work placements, I gained practical hands-on experience where I assisted with personal care, mobility support, meal assistance, and companionship. This experience helped me develop strong communication skills, empathy, and an understanding of person-centred care in line with industry standards and the Aged Care Quality Standards.

I am reliable, compassionate, and dedicated to making a positive difference in residents' lives. I hold a current First Aid and CPR certificate, a current Police Check, and I am fully vaccinated against COVID-19 and influenza.

I would welcome the opportunity to contribute to your care team and grow professionally in a supportive and values-driven environment.

Thank you for considering my application. I am available for an interview at your convenience and can be reached by phone or email.

Yours sincerely,

Carlos Ortiz

0418 963 749

Carlos ORTIZ

Wahroonga NSW 2076

Mobile: 0418 963 749

Email: cv.ortiz@hotmail.com

Professional Summary

Compassionate and dedicated Individual Support Worker in aged care/disability, with experience in support within nursing home settings. Skilled in delivering personalized care, assisting with daily living activities, and emotional wellbeing. Committed to upholding dignity, respect, and quality of life for elderly residents. Holds a Certificate III in Individual Support and a current First Aid/CPR certification.

Key Skills & Attributes

Knowledge and/or experience in:

- Personal Care Assistance (bathing, dressing, toileting)
- Dementia and Alzheimer's Care
- Mobility and Manual Handling
- Infection Control and WHS Compliance
- Compassionate Communication
- Documentation and Progress Reporting
- Working with Multidisciplinary Teams
- Cultural Sensitivity and Inclusion
- Fluent in English and Spanish

Work Experience



Individual Support Worker

1496 Pacific Hwy, Warrawee, NSW, 2074

www.estiahealth.com.au

7/4/2025 – 11/4/2025

Responsibilities

- Provide assistance to residents with personal hygiene, mobility, feeding, and dressing.
- Support residents with dementia through personalised care routines, emotional reassurance, and safe engagement.
- Contributed to social activities and recreational support to enhance residents' wellbeing.
- Developed good liaison with elderly residents, many with limited mobility or cognitive impairments.



Individual Support Worker

33 Jersey St, Hornsby, NSW, 2077

www.estiahealth.com.au

19/4/2025 – 23/4/2025

Responsibilities

- Help setup activities for sessions and tidy up after sessions
- Encouraged skill development and independence through goal-oriented activities



Individual Support Worker

1496 Pacific Hwy, Warrawee, NSW, 2074

www.estiahealth.com.au

26/4/2025 – 30/4/2025

Responsibilities

- Provide assistance to residents with personal hygiene, mobility, feeding, and dressing.
- Support residents with dementia through personalised care routines, emotional reassurance, and safe engagement.
- Contributed to social activities and recreational support to enhance residents' wellbeing.
- Developed good liaison with elderly residents, many with limited mobility or cognitive impairments.

Qualifications

Certificate III in Individual Support (Ageing and Disability) — TAFE NSW, 2025

Provide First Aid (valid until 2026)

Manual Handling and Infection Control Training

Police Check (Current)

NDIS Worker Screening Check (Current)

COVID-19 Vaccination – Fully Vaccinated

Influenza Vaccination – Vaccinated on March 2025

Personal Qualities

Enthusiastic

Determined

Team-player

Optimistic

Languages

Fluent in English and Spanish.

Interests

Soccer, public speaking, basketball.

Referees

Referees are available on request.