

ZELDA NHAPI/ CARE ASSISTANT

Location: South Africa

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PERSONAL SUMMARY

A warm, kind and compassionate Care Assistant who can work on the frontline of care delivery, helping service users to overcome their everyday difficulties. Zelda takes great pride in her work and get tremendous satisfaction from making a difference to the lives of people. She has the ability to inspire professionalism in others. Her key strengths include being able to deal with patients with complex care needs and challenging behaviour. In her current role she assist patients with their personal care, meals and other activities whilst also providing a listening ear to those who need it most. At work she has a reputation for promoting and encouraging the individuality, independence, self-respect and dignity for those she looks after. For her nothing compares to the feeling that comes from knowing that she has brightened up someone's day, especially when that someone is a vulnerable person. During her career she has worked early starts, late finishes and weekends. On a personal level she can provide effective leadership and support for the entire care team. Right now she wants to join a company that will support her every step of the way by providing training as well as the opportunities to progress her career further.

CAREER HISTORY

March 2020 to date -VONZET CARE HOME - CARE ASSISTANT

Responsible for assisting the elderly, children, recovering or disabled clients with complex care needs with activities of daily living.

DUTIES;

- Delivering emotional and practical care to vulnerable adults and transforming their lives on a daily basis.
- Encouraging clients to participate in social and recreational activities.
- Ensuring safe and tidy working environment at all times, such as clean and tidy bed, tables, clinical areas and uncluttered corridors.
- Assisting with bathing, dressing and undressing, cleaning dentures, oral hygiene and grooming
- Monitoring client's conditions by taking their temperature, pulse, respiratory and weigh
- Toileting and incontinence care
- Maintaining accurate and informative daily administrative records for all residents.
- Assist with basic wound dressing, stoma care and catheter care under the instruction of the nursing team
- Supporting clients with eating and drinking
- Assist with shopping
- Bowel management
- Provide safe, reliable, anti-discriminatory, compassionate care that fully supports the client.
- Ventilation management
- Booking and accompanying people to Doctor's appointments.
- Supporting people with social and physical activities
- Stoma Care, Bowel care and Catheter care
- Provide companionship and stimulation, always with an approachable and friendly manner
- Follow the care plan and risk assessment with the strictest adherence
- Assistance with all aspects of medication and the usage of aids and personal equipment such as ceiling track hoist or walking aids.
- Monitor medications
- Assess care plan regularly
- Assist with PEG feeding
- Tracheostomy care

**FEB 2013 to MAR 2020 BY WORD OF MOUTH – EVENTS AND CATERING COMPANY
RECEPTIONIST /PA**

- Keeping the reception area clean and neat to give visitors a positive impression of the company
- Resolved issues swiftly and efficiently in a friendly, supportive manner
- Delivered front of house duties with warm and professional manner
- Answer telephone, screen and direct calls
- Take and relay messages
- Provide information to callers
- Direct persons to correct destination
- Deal with queries from public and customers
- Monitor visitor access and maintain security awareness
- General administrative and clerical support
- Helping chefs in the kitchen at functions

KEY SKILLS AND COMPETENCIES

Professional

- Preparing meals that look appetizing and making sure the way they eat is appropriate for the client.
- Competent and confident in preparing and giving medications.
- A full driving license.
- Can quickly become aware of a client's religious cultural leanings.
- Awareness of food hygiene principles.
- Excellent interpersonal skills and can build a rapport with people very quickly.
- Coping with difficult situations using tact and diplomacy.
- Organised successful events such as Christmas markets, birthday parties, Christmas parties

Personal

- Caring, compassionate and a good listener.
- Have a good sense of humour.
- Monitoring own quality of work to ensure that the required standards of performance are met.
- Can work as part of a dedicated team.

AREAS OF EXPERTISE

Personal Care
Preparing meals
Administering medicine
Shopping trips
Household duties
Clinical duties
Good Communication skills
Events Coordinator

ACADEMIC QUALIFICATIONS

Care Certificate 15 standards	Caredemy
First Aid	Florence Academy
Catheter Care	Florence Academy
Caregiving Diploma	Alison
Drivers Licence	
Computer Literacy	

REFERENCES : Available on request