

Assistant

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Care

personal statement

A well presented, well organised and competent care assistant who has a long track record of assisting patients and encouraging self care and self management. Howard is able to work with competing priorities, and possesses superb communication skills which allow him to tactfully and empathetically talk with distressed or anxious patients or carers. He is fully committed to the welfare of his clients and will not hesitate to represent the interests of individuals and families when they are not able to do so themselves. Howard is now looking for a challenging position which will make the best use of his existing skills and also further his personal & professional development.

employment history

Local Health Authority - Birmingham

CARE ASSISTANT April 2009 – Present

Responsible for travelling between sites and visiting clients in their homes or at residential centres. Also In charge of giving accurate and appropriate information to patients, as well as making recommendations to raise standards of practice and service delivery.

Duties

- Measuring and preparing special diets.
- Responding immediately and professionally to any calls for assistance from clients.
- Assisting clients with the preparation of simple refreshments and light meals.
- Helping clients to organise their household budget.
- Reporting to the Senior Officer on duty before leaving the office and after a period of duty is completed.
- Clearing up and washing dishes for clients when they are not able to.
- Escorting clients around their own homes i.e. upstairs and into the garden etc.

Council – West Bromwich

CARE ASSISTANT October 2007 – April 2009

Private Company - Dudley

HEALTHCARE ASSISTANT July 2007 – October 2007

areas of expertise

Supportive care	Homemaking activities	Record keeping	IT skills
Teamwork	Serving meals	Feeding clients	Bed making
Administering medication	Heavy lifting & carrying	Grooming	Health & safety

Professional skills

- Assisting with a prescribed range of motion exercises.
- Highly organised and able to prioritise tasks.
- Able to maintain confidentiality and observe data protection and associated guidelines when required.
- Can meet all health requirements, including TB, and pass background checks.
- Able to work under pressure.
- Criminal Records Bureau clearance and able to work with vulnerable adults and children.
- Able to fully read, write, speak and understand English.
- Assembling and operating special equipment like adaptable beds, wheelchairs and stretchers.

academic qualifications

Birmingham North University - 2004 - 2007 - Social Care BA (Hons)

City & Guilds – NVQ Diploma Child Care

Birmingham South College - 2002 – 2004 - Business Studies Diploma

references

Available on request.

Howard Jones



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