

# Wendy Harris

## Support worker

### AREAS OF EXPERTISE

*Person Centred Planning*

*Learning disabilities*

*Probation services*

*Child Protection*

*Children's homes*

*Creating care plans*

### PROFESSIONAL

*First Aid Certificate*

*NVQ – Care*

*GSCC*

*Food hygiene certificate*

### PERSONAL SKILLS

*Listening skills*

*Communicating*

*Open to new ideas*

*Adaptable*

### PERSONAL DETAILS

*Wendy Harris  
34 Anywhere Road  
Coventry  
CV6 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

An adaptable, conscientious, enthusiastic, and self motivated individual with experience of implementing personal support plans which focus on the individual's welfare, needs, wants and interests. Having the ability to manage a challenging caseload, while staying focused on giving a high standard of care to every client. Constantly maintaining and demonstrating a positive attitude towards clients, their families, staff, visitors and others.

Keen to find a challenging position within an caring organisation where I will be able to continue to increase my work experience & develop my abilities.

### WORK EXPERIENCE

#### ***Residential Care Home – Coventry***

**SUPPORT WORKER** June 2008 - Present

Helping clients and patients to develop their independent daily living skills in accordance with their individual care plan. Providing care for people who have complex and challenging needs in terms of their behaviour and emotional, psychological and developmental well-being.

#### ***Duties:***

- Making sure clients receive the service and benefits they are entitled to.
- Communicating with key agencies & service providers in the local community.
- Washing, bathing, bed bathing and showering patients.
- Teaching life skills - road safety, use of public transport, cooking.
- Taking clients on shopping trips.
- Preparing meals snacks and drinks for clients.
- Administering medicines to clients.
- Completing of essential paper work.
- Speaking to care managers on behalf of clients.
- Ensure the security & safety of the home is maintained at all times.
- Taking clients to social events, appointments and places of worship.
- Assisting with money management like household bills, Council taxes, personal management of monies.

### KEY SKILLS AND COMPETENCIES

- Punctual, reliable and able to use own initiative.
- Experience of dealing with challenging behaviours.
- Possessing a caring and understanding attitude.
- Being flexible in daily work & routines also having own transport & able to travel.
- Have the energy and enthusiasm to carry out and complete projects.
- Experience of working with people with a learning disability who need extra support.

### ACADEMIC QUALIFICATIONS

NVQ levels 2, 3 and 4 in Health and Social Care

***Nuneaton North College 2005 - 2008***

A levels: Maths (A) English (B) Technology (B) Science (C)

***Coventry Central School 2003 - 2005***

**REFERENCES** – Available on request.

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