

# HELEN HESTON

CARE ASSISTANT

## Career summary

A hardworking professional who has a genuine desire to help people. Helen is experienced in developing a level of care that is unique to every situation, and is greatly helped in doing this by her ability to quickly build up relationships with clients and thereby gain a greater awareness of their practical and social needs. She is has an ability to successfully encourage clients to be involved and independent as much as possible. She is currently looking for a suitable position with a progressive employer who rewards hard work and commitment.

## Work experience

Local Health Centre

CARE ASSISTANT

June 2008 – Present

Working with children, the elderly, and clients with physical or learning disabilities, supporting them on a weekly or daily basis as required.

- Working with other health and social care professionals to provide individual care and development plans.
- Assessing the level of care a client needs.
- Aiding and advising a clients family or carer.
- Supporting clients with recreational activities.
- Organising leisure activities.
- Going with clients to and from a residential home.
- Helping clients manage their budget, pay bills & write letters.
- Visiting clients in their own homes.
- Assisting families get used to new caring responsibilities.
- Developing care plans for clients.
- Helping people with mobilisation.
- Assisting with client's general comfort.

Medical Centre

CARE ASSISTANT

July 2006 – May 2008

## Academic qualifications

Nuneaton University

2003 – 2006

BA Sales & Marketing

Nuneaton College

2001 – 2003

A levels Maths (A)  
English (B)  
Geography (A)  
Physics (D)  
Accounting (B)

## Key skills

### AREAS OF EXPERTISE

- Healthcare
- Maintaining records
- Patient care
- Counselling clients
- Report writing
- IT skills
- Administrative skills
- Assisting carers

### PROFESSIONAL SKILLS

- Able to work with other health and social care professionals to draw up care plans for clients.
- Can work with all kinds of people in situations which can be stressful or emotionally draining.
- Having a respectful approach to clients.
- Able to relate to people from a wide variety of cultural and social backgrounds.
- Good knowledge of basic health care and hygiene standards.
- Calmly dealing with anxious or aggressive clients.
- Can think quickly & solve problems as they arrive.
- Able to quickly build relationships with clients.
- Experience of working in residential & nursing homes.
- Preparing accurate shift and bedside reports.
- Skilled in caring for clients of different ages.
- Car driver and willing to travel.

### PERSONAL SKILLS

- Having a warm and engaging personality.
- Patient with a sense of humour.
- A respectful approach to clients.
- Always working to health and safety guidelines.
- Remaining calm under pressure.
- Ability to use own initiative.
- Have good stamina and both physical and emotional endurance.
- Excellent team working skills and the ability to use your own initiative.
- Tactful in sensitive situations.
- Able to work long and stressful shifts.
- A friendly & caring approach to all areas of work.

### REFERENCES

Available on request.

### CONTACT DETAILS

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