

JONES KOFI OSEI

(07709188857)

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PROFESSIONAL SUMMARY

Responsible care assistant is enthusiastic about supporting best practices in hospital operations, compliance, and health care management. Demonstrate strengths in multi-area management, quality assurance, and service.

Respectful professional and collaborative team player.

SKILLS

- Personal Care
- Elderly Care
- Pressure Care Area
- Medication Administration
- Safeguarding Knowledge
- Housekeeping
- Empathy
- Meal Preparation
- Patient Handling and Positioning

CAREER HISTORY

Support Worker Wholistic Care and Support Living	Jan 2023 – Apr 2024 London – UK
Care Assistant Ark Medical Centre	Aug 2020 – Sep 2023 Accra – Ghana
Teaching Assistant Active Sen	Nov 2023- Dec 2023
Café Administrator Incotel Computers and Accessories	Aug 2015- Apr 2021

Assisting in meeting the daily needs of patients and in the provision of physical and emotional care and working as part of a team to achieve the required standards. Responsible for the provision of personal and basic health care to clients, assisting them to gain confidence in the performance of their day-to-day self-care chores.

DUTIES:

- Keeping up-to-date records on patients, including daily observations about activities and any medication administered.
- Instruct patients on health matters and personal habits to do with hygiene and diet.
- Preparing food and also serving meals, drinks, and refreshments.
- Attending staff meetings with senior managers.
- When required to assist clients with feeding, bathing, and dressing.
- Involved in developing care plans.
- Talking to clients and listening sympathetically to their problems.
- Making the best use of aids provided to help clients who have limited mobility, or physical / learning difficulties.
- Making and changing beds and ensuring that rooms are clean and tidy.
- Use appropriate infection control procedures to maintain a clean and safe working area.
- Helping patients with their toileting needs, including continence promotion. Advising senior managers of any issues concerning the welfare of clients.

PROFESSIONAL SKILLS

- Able to identify signs of emotional or developmental problems.
- Knowledge of all relevant health and safety policies and procedures.
- Aware of all the fire procedures, maintaining documentation, and the monitoring and maintenance of equipment.
- Experience of looking after elderly patients some with dementia and challenging behaviour.

PERSONAL ATTRIBUTES

- Having the required confidence, drive, and enthusiasm.
- Able to multi-task and meet deadlines.
- Capability to communicate effectively with other team members.
- Possessing a friendly, enthusiastic, and positive outlook.
- Able to build relationships with patients and their families or friends.
- Willing to work flexible hours including weekends and nights.
- Treating people with dignity and respect.

Constantly maintaining personal and professional development to meet the changing demands of the job

ACADEMIC QUALIFICATIONS

Alison
Diploma in Health and Social Care

Mar 2024 – Apr 2024
London – UK

Mandatory Training Certificate.

November 2023

TRAINED UP

London - UK

COURSES:

15 Care Standards; Equality and Diversity, Duty of Care, Privacy and Dignity, Fluid and Nutrition, Mental Health, Dementia and Learning disability, safeguarding adults and children, Health and Safety, Handling Information, Infection Prevention Control, Work in a centered way, Your Personal Development, Understand your role, Communication, Basic Life Support.

All Nations University.
Bachelor of Science in (Computer Science).

July 2018 to August 2021
Accra - Ghana

HOBBIES

- Going for Shopping with elderly people
- Cooking
- Sharing stories
- Word / Excel / Hardware

AVAILABILITY

Availability immediately and willingness to work flexibly as the role demands

REFERENCES

1. Mr. Kenneth Ennin (Director, Wholistic Care and Supported Living Limited)Kenneth.ennin@wholisticcareprofessionals.com 02080148177

2. Suman Bellare
Hr@aumcaregroup.co.uk