

Junior Osei-Poku

Hemel Hempstead, United Kingdom, 07842634570, admiralviscount32@gmail.com

PROFILE

Organised, detail-oriented healthcare assistant with many years of experience working with diverse groups assessing the needs of vulnerable families, supporting and representing adults and children, and developing a care plan

EMPLOYMENT HISTORY

Feb 2023 — Present	Health care assistant , Priory Group Hospital	Hemel Hempstead
	<ul style="list-style-type: none">• Collaborate with medical professionals to provide integrated care to patients with mental health and physical health issues• Collaborate with other health care professionals to coordinate patient care• Educate patients on preventive health care and lifestyle choices, resulting in improved health outcomes• Monitor patients' conditions by taking temperatures, pulse, respiration and weight• Completed Reducing Restrictive Intervention Breakaway Training	
Sep 2018 — Apr 2022	Social Work development officer (voluntary), Department of Social Welfare	Akim Oda
	<ul style="list-style-type: none">• Complete and organize paperwork for at-risk clients.• Modified programs and suggestions for clients as needed.• Provided on-site crisis response and intervention services for communities• Organized and promoted community outreach programs• Counsellor individuals, groups, and families on various issues including mental health, unemployment, domestic violence, substance abuse, social rehabilitation, and more.	
Feb 2013 — Mar 2017	Shop Manager, Brempong Pharmacy	Abuakwa Kumasi
	<ul style="list-style-type: none">• Provided optimal assistance to the General Manager and handled a variety of tasks.• Ordered accurate amount of supplies to ensure shop inventory was where it needed to be.• Led recruitment efforts and training of new employees.• Identified and maximized sales opportunities, and increased customer retention rates.	
Feb 2016 — Apr 2017	Teacher (Part time) , Universal International school	Kumasi
	<ul style="list-style-type: none">• Developed and implemented a solid and motivating curriculum for middle school students.• Developed and fostered positive relationships with students, teachers, school staff, and family members of students.• Counsel students on career and academics concerns	
May 2013 — Aug 2015	Probation Parole Officer (part time), Department of Social Welfare	Kumasi
	<ul style="list-style-type: none">• Wrote reports and worked collaboratively with staff members and supervisors.• Worked with correctional treatment specialists, counsellors, and unit secretaries.• Referred offenders to appropriate community agencies to complete services in compliance with the court order	
Mar 2012 — Mar 2013	Teacher , National Service Agency	Mampong
	<ul style="list-style-type: none">• Created and implemented lesson plans based on child-led interests and curiosities.• Attended workshops and classes to further my professional skills.• Counsell Student• Helped develop and implement a well-rounded and age-appropriate curriculum.	
Jan 2010 — Aug 2010	Social Worker (intern), Department of Social Welfare	Kumasi
	<ul style="list-style-type: none">• Assisted staff with rural communities and undeserved population outreach• Maintained confidential case documentation• Served as a client advocate and promoted ideas that aligned with clients' best interest• Maintained thorough case history and wrote a detailed report.	

EDUCATION

Apr 2017 — Jul 2018	Master of International Business, EAE Business School <ul style="list-style-type: none">• Master of International business, focus on Marketing and sales.• Master's Degree. Master of International Economic Relations Analysis from Universidad Ray Juan Carlos (double degree with EAE Business School, Madrid, Spain)	Madrid, Spain
May 2013 — Jul 2015	Bachelor of Science, University of Education Guidance and Counselling in Education, Psychology Major	Winneba, Ghana
2010 — 2011	Diploma in Social Work, School of Social Work Diploma in Social Work and Psychology	Accra, Ghana

SKILLS

Mentoring and counselling	SPSS
Record Keeping	Active Listening
Microsoft Office PowerPoint	

HOBBIES

Cooking
Reading
Watching and reviewing films of different genres and other cultures