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Peter Opoku
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Tel: 07300217116
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Dear Hiring Manager,

I'm applying for a care assistant / support worker position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Peter Opoku

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Objective

Compassionate Care Assistant/ support worker dedicated to providing attentive and empathetic support to individuals in need. Skilled in assisting with daily tasks, providing personalized care, and ensuring a comfortable living environment. Eager to bring my skills and experiences to your organizations and contribute to the highest quality of senior care.

Skills

Communication: Excellent verbal and written communication skills for effective interaction with residents, families, and healthcare professionals.

Documentation: Proficient in maintaining accurate records, documenting care provided, and keeping track of residents' progress and needs.

Time Management: Skilled at efficiently organizing tasks and managing priorities to ensure all residents receive proper care and attention.

Safety Protocols: Proven commitment to maintaining a safe environment for residents, including knowledge of fall prevention and emergency procedures.

Compassion: Genuine empathy and understanding when interacting with elderly residents, creating a supportive and comforting environment.

Personalized Care: Demonstrated ability to provide individualized care based on residents' unique needs and preferences.

QUALIFICATIONS AND TRAINING

KINSALE GROUP LTD
(CLICK-GREY MATTER LEARNING)
LEICESTER BUSINESS CENTRE
UNIT 10, 111 ROSS WALK
LEICESTER, LE4 5HH

Health Care Training (Certificate of Completion)

- Communication Skills
- Dementia
- Diabetes Essentials
- Equality and Diversity
- First Aid Skills
- Health and safety
- Mental Capacity Act Essentials
- Medication Administration
- Medication – Supporting and Assisting
- Mental Health, Dementia and Learning Disability Essentials
- Positive Behaviour Support
- Recording and Reporting
- Moving and handling of people

- Cyber Security Essentials
- Slips, Trips and Falls
- Handling Information- GDPR & Data Protection
- Deprivation of Liberty Safeguard (DoLS) Essential
- Infection Prevention and Control
- First Safety Awareness

FLORENCE ACADEMY HEALTHCARE TRAINING (candidate code: H67TWR)

- Basic Life Support (August 2023)
- Epilepsy (August 2023)
- Conflicts resolution and complaints (August 2023)
- Building Mental Health Resilience (August 2023)
- Parkinson Disease (August 2023)
- Topical Medication (August 2023).

Work Experience

Health Care Assistant- Swan Hill Residential Care Home March to Present

- Listen actively to clients concerns, engaging in conversations that promote their well-being
- Provide personalized care and support to clients based on their individual needs and care plans.
- Ensure the healthcare needs of patients are identified, provided, and managed
- Assist patients with mobility issues, using proper techniques to prevent falls and ensure safety
- Monitoring the health of patients and documenting their health conditions accordingly
- Offer companionship and emotional reassurance to residents, fostering a positive and supportive atmosphere.

Health Care Assistant- Farm lane Care Home.- Care Uk September- March

- Monitor clients health and well-being, promptly reporting any changes or concerns to healthcare professionals or supervisors
- Ensure the healthcare needs of patients are identified, provided, and managed
- Provide personalized care and support to clients based on their individual needs and care plans.
- Ensuring the facility is both clean and safe for patients and employees
- Communicate effectively within the team to share important information and updates.
- Listen actively to clients concerns, engaging in conversations that promote their well-being

Health Care assistant/ Support Worker-Kinsale Group Ltd July 2023 - Present

- July 2023 to Date: Support Worker / Care assistant Kinsale Group Ltd
- Provide personalized care and support to clients based on their individual needs and care plans.
- Administer medications according to prescribed schedules, ensuring accuracy and documentation.
- Listen actively to clients concerns, engaging in conversations that promote their well-being
- Monitor clients health and well-being, promptly reporting any changes or concerns to healthcare professionals or supervisors
- Provide compassionate care to residents in their final stages of life, offering emotional support to both residents and their families
- Assist with activities of daily living (ADLs) such as bathing, dressing, grooming, and feeding.

Support Worker/ Health Care Assistant- Health Lane Hospital LTD. Ghana

January 2021- June 2023

- Monitored and recorded the general health of clients, including taking blood pressure and ensuring that all daily medication was administered.
- Ensure the healthcare needs of patients are identified, provided, and managed
- Delivered exceptional service to each customer by listening to concerns and answering questions

- Receiving patients to ward admission
- Positioning and movement of immobile clients
- Assist patients with mobility issues, using proper techniques to prevent falls and ensure safety

Support Worker/ Care Assistant- Sunyani Municipal Hospital. Ghana

October 2018- December 2020

- Dispensing medication under supervision as detailed in their medication
- Gave client companionship and watched television together till she slept.
- Involvement with other health and social care professionals to provide holistic care.
- Monitoring the health of patients and documenting their health conditions accordingly
- Ensuring the facility is both clean and safe for patients and employees
- Communicate effectively within the team to share important information and updates

Family Support Worker/ Health Care Assistance. Sunyani

April 2015-September 2018

- Ensure the healthcare needs of patients are identified.
- Collaborate with healthcare providers and patients to obtain correct prescription information
- Aiding in the Transportation of patients for medical and personal outings both in public and private vehicles
- Monitoring the health of patients, monitoring their vital signs, and making the necessary documentations
- Educating clients on the need to take their medications
- Offer companionship and emotional reassurance to residents, fostering a positive and supportive atmosphere.
- Plan and implement activities that cater to residents' interests and abilities.

Teacher-Tanoso M/A Model

September 2013-December 2020

- Collaborated with colleagues on curriculum development, sharing innovative ideas and best practices to enhance the overall educational experience.
- Organized and led extracurricular activities like sports, fostering students' teamwork, leadership skills, and personal growth.
- Effectively communicated with parents and guardians through regular conferences, emails, and progress reports to maintain a strong home-school connection.
- Conducted formative and summative assessments, providing timely feedback to students to guide their academic progress.
- Employed various teaching strategies to accommodate different learning styles, resulting in improved student participation and comprehension.

National Service- Ghana Revenue Authority (Sunyani STO)

September 2012-August 2013

- Department: Client Service
- Responsible for filing of VAT returns
- Keeping of records
- Collection of due debt.
- Responsible for the collection of VAT during football matches and entertainment

English Proficiency Qualification

- Ecctis
- Reference Number: V4001728537

License / Certification

- Full UK manual drivers license
- Access to my own vehicle.

Education

Degree-Catholic University College Of Ghana

June- 2012

- BSc. Economics & Business Administration (Economic)-May 2012

Diploma In Education -University Of Education, Winneber

August 2016

- Diploma in Education

WASSCE- Prempeh College

June 2007

- WASSCE- General Arts

References

Upon request
