

PRINCE PETER MANDIMANDI (Graduate Sociologist, Healthcare Assistant /Support Worker)

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📍 Coventry, United Kingdom. 📅 Date of Birth: 25 August 1997

♂ Male Zimbabwean with a valid Class 2 Driver's Licence and a UK Provisional Licence

🗣️ Fluent in written and spoken English, and Shona

PROFESSIONAL SUMMARY

I am a dedicated **Sociologist, Health Care Assistant and Support worker** with years of experience demonstrating a strong commitment to serving high risk children, children under DoLS, children with challenging behaviors, disadvantaged youth and adults, including homeless, emancipated youth, and special needs populations. Traceable success overcoming challenges of limited resources to design high-quality, cost-effective, and comprehensive programs that improves lives. Skilled at building community support and strategic partnerships to transform under-served populations. I have a strong value proposition which makes me an outstanding candidate. I have the ability to objectively evaluate each case by collecting information through observation, interviews and research. My essential skills and traits which include empathy, communication, organization, critical thinking, active listening, self-care, cultural competence, patience, professional commitment, and advocacy makes me the suitable and unique candidate. Ambitious, goal oriented **Healthcare Worker** experienced in implementing health & educational programming and community development programs that empower and promote sustainable livelihoods, healthcare and education of the marginalized and vulnerable groups of the society. A team collaborator with notable talent in community engagement, research, project design, monitoring, and evaluation skills. Well-organized, diligent and focused professional. Extremely motivated to constantly develop his skills and grow professionally. Prince has good diplomacy and interpersonal communication skills between different departments, experience working in a cross-cultural, multi-disciplinary and multi-cultural people setting; good organizational skills, ability to communicate at all levels with good report writing skills, budgets management experience at ease with figures with the role of minimizing costs and saving time and the ability to prepare timely, complete and accurate reports.

VALUE PROPOSITION

- Experienced working with adolescents in an educational setting
- Experienced working with youth and teens surrounding program management, treatment plans, and motivating care for children with behavioral disorders
- Strong commitment to serving disadvantaged youth and adults, including homeless, emancipated youth, and special needs populations
- Experienced in developing project designs, monitoring & evaluation frameworks
- Experienced in managing relationships with critical project stakeholders and partners
- Experience in disaster emergency responses and education construction processes
- Skilled in community engagement and research with outstanding skills in conducting quantitative/quantitative research including analysis, report compilation & presentation
- Knowledgeable in formulating and interpreting social policies
- Preparing program Detailed Implementation Plans (DIPs) i.e. Work Planning
- Effective communication skills to communicate with people from diverse backgrounds
- Proficient in using TIMS, SPSS, Statistical Analysis Software (STATA) and Microsoft Office Tools

COMPETENT IN CONDUCTING

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|----------------------------------|--------------------------|--------------------|
| • Formulating Risk Assessments | • Formulating Care Plans | • Report Writing |
| • Administering Medication | • Compiling Data | • Work Plans |
| • Providing Psychosocial Support | • Building Relationships | • Cultural Support |

EDUCATION, TRAINING, & CERTIFICATIONS

- 2024: Level 3 Diploma in Health & Social Care + Care Certificate Standards (1 to 15) Course
- 2023: Diploma in Special Needs Alison (And more than 40 healthcare related certificates)
- 2022: Project Management Essentials Certificate – Cornerstone OnDemand Foundation
- 2021: Certificate in Mental Health, Disability, Human Rights and Recovery – World Health Organization
- 2021: Ariba Spend Management, Prosave Silver Certification - Save the Children
- 2021: Certificate in INEE Minimum Standards for Education – Preparedness, Response and Recovery (Remote Training for EiE Professionals) delivered by Inter-Agency Network for Education in Emergencies
- 2020: Bachelor of Science Honours Degree in Sociology at Great Zimbabwe University
- 2020: Certificate in Education in Emergencies Fundamentals delivered by Save the Children EiE Professional Development Program
- 2020: Certificate in Comprehensive Sexuality Education with Youth Advocates YALEP Program
- 2019: Executive Certificate in Project Management, Monitoring & Evaluation at Catholic University of Zimbabwe
- 2015: Three Advanced Level Passes (12 Points)
- 2013: Six Ordinary Level Passes including Mathematics (B) and English (B)

WORK EXPERIENCE

Health Care Assistant at Whitestone Care Ltd: April 2024 to Current Date

Main Duties, Responsibilities & Achievements

- Assisting with personal care.
- Helping with medication administering.
- Monitoring vital signs such as blood pressure and temperature.
- Providing emotional support to service users.
- Assisting with daily activities like eating and dressing.
- Attending meeting with other healthcare professionals
- Assisting with the NG Tube feeding.
- Working with service users under DoLS.

Care/Support Worker at Living Waters Services Ltd: 01 September 2023 to Current Date

Main Duties, Responsibilities & Achievements

- Registering service users to the GP, Dentist, Optician, College and Gym.
- Providing personal care and assistance with daily activities such as cooking, cleaning, and shopping.
- Attending and contributing to multiagency meetings including LAC reviews (Looked after child review meetings), PEP meetings (Personal education plan meetings), Strategy Meetings, CHIN meetings (child in need) etc.
- Supporting individuals with their emotional and social needs.
- Creating and implementing care plans and risk assessments.
- Documenting observations and reporting any changes in the service user's condition.
- Communicating effectively with service users, their families, and healthcare professionals.
- Maintaining a clean and safe environment.
- Helping young people develop self-control by addressing unacceptable behavior and reinforcing positive conduct.
- Participating in training and professional development opportunities.

Committee Clerk Graduate Trainee at Norton Town Council: January 2023 to August 2023

Main Duties, Responsibilities & Achievements

- Attending all Norton Town Council Meetings and Workshops.
- Writing and filing all Meeting Minutes.
- Attending all Norton Town Council Tender Proceedings.
- Tracking all letters and Filing all Committees documents.

- Engaging Norton Town Council Councillors and the Town Chairperson.
- Attending interviews and hybrid hearings.

Data Clerk/Field Officer at Tsungirirai Welfare Organisation: 30 August 2021 to 23 December 2022

Main Duties, Responsibilities & Achievements

- Managed an allocated social work caseload relating to children, young people and families within the locality, including child protection.
- Undertook assessments in accordance with legislation, policies and procedures; with consideration to both the Framework for Assessment and risk in order to inform analysis and plans.
- Assessed the needs of children and young people and determined an appropriate level of intervention and service provision, including packages and support for families. Negotiating, coordinating, providing and commissioning services as appropriate.
- Ensured the needs of children are fully addressed in the assessment and planning process.
- Familiarization of the District Information Software (DHIS2) which is an open source software platform for reporting, analysis and dissemination of data for all health programs.
- Primary enrollment of prospective Hospaz Bantwana Project beneficiaries in the HB Server and currently in the DHIS2 database.
- Electronic service provision to the qualified beneficiaries.
- Assisting the M&E officer in supporting the program team by providing data analysis services using SPSS, MS Excel and STATA.
- Assisting in the developing and coordinating the implementation of M&E plans.
- Facilitating data quality assessment on the data provided by the programs department (Health, Education, Child Protection, Household Economic Strengthening and Cognitive Behavioral Therapy).
- Coordinating the management and population of the project data base.
- Assisting in the designing and conducting of research on aspects that inform programming planning and report by program staff.
- Facilitate the familiarization of the organisation reporting tools to the stakeholders in order for the provision of quality and quantified data to the M&E department (Profiling form, benchmark, care plan, risk assessment, referrals and referral tracker, art adherence, case update, service register A & B e.t.c)
- Embracing privacy and confidentiality of the Project beneficiaries under Hospaz Bantwana Program.

July 2021 to August 2021 – Seeking Employment

Education Associate/Assistant at Save the Children International: 15 July 2020 to 30 June 2021

Main Duties, Responsibilities & Achievements

- Acted as the Zimbabwe Education Cluster Assistant co-chaired by Save the Children (Lead Organisation), UNICEF and the Ministry of Primary and Secondary Education (MoPSE). The Cluster included organisations such as Elevate Trust, HOSPAZ, CARE International, Catholic Relief Services, UNHCR, UNESCO, Highlife Foundation, Mavambo Orphan Care, Fact Zimbabwe, World Vision Zimbabwe a.t.c.
- Mobilized resources that contributed towards the successful completion of rehabilitation of 139 schools in six districts under Post Cyclone Idai Response (Buhera, Bikita, Zaka, Mutare, Chipinge and Chimanimani)
- Hosted International colleagues from Save the Children UK and from Save the Children Kenya Regional Office working under Post Cyclone Idai Response and Global Partnership for Education (GPE) respectively.
- Supported the Provision of Assistive Devices for learners living with disabilities to have an equal share in accessing quality education in six districts (Buhera, Bikita, Zaka, Mutare, Chipinge and Chimanimani)
- Closely worked with MoPSE, particularly the Permanent Secretary Ms. Thabela and the Ministry's Education Directors.
- Assisted with the organization of regional/local trainings, meetings, events and workshops by booking venues, equipment and providing other related logistical support.

- Participated in designing Project, developing methodologies, work plans and budgets for the Global Partnership for Education (GPE) Program for the assigned interventions;
- Drafted inception plans and other program documents and communication;
- Implemented Project activities at district level, scheduling activities and monitoring the Project to make sure planned targets and agreed quality standards are achieved on time.
- Worked with the Information Management team to implement the M & E action plan, making sure that M & E data for the Project is collected.
- Worked closely with the Finance team to monitor Project expenses and to ensure accurate Project financial reporting.
- Assisted with drafting timely and professional Project narrative reports.

September 2019 to June 2020 – Studying

Education Intern at Save the Children International: 20 August 2018 to 31 August 2019

Main Duties, Responsibilities & Achievements

- Mobilized resources that contributed towards the successful completion of an ECD Block in Gokwe South at Gwehava Primary School.
- Responded to Cyclone Idai by providing Temporary Learning Spaces, ensuring a Safe Learning Environment and Provision of Psycho-Social Support services to learners and Parents.
- Participated in the 2019 Cholera Response by Save the Children.
- Supported the Provision of Assistive Devices for learners living with disabilities to have an equal share in accessing quality education in eight districts (Mbire, Rushinga, Beitbridge, Matobo, Hwange, Gokwe North, Gokwe South and Binga).
- Undertook activities that contributed towards increased literacy & numeracy rates in 8 Districts under NORAD & SC Italy grants.
- Participated in drafting the Education Disability Policy.
- Assisted in phasing, budgeting and Preparing Program Detailed Implementation Plans (DIPs).
- Engaged and interacted with partner organizations, Government departments for program planning, implementation, monitoring and support.
- Collaborated in all project proposal writing activities.
- Performed data collection and data entry.

REFEREES

Mavis Cook: **Human Resource Manager** at Whitestone Care Limited, 45 Montague Road Slough Berkshire, SL1 3RP, Cell: +44769242267, Tel: 0800 085 1254, info@whitestonecare.com

Stephen Cuddy: **Social Worker** at Warwickshire County Council, Kings House, King Street, Bedworth, CV12 8LL, Cell: +447741295794, stephencuddy@warwickshire.gov.uk

Michelle Duri: **Human Resource Manager** at Living Water Services Ltd, 4 Harry Weston Road, Coventry, CV3 2TQ, Tel: 02457 101 467, hr@livingwatersltd.co.uk

Joe Kaingwe: **Manager** at Living Water Services Ltd, 4 Harry Weston Road, Coventry, CV3 2TQ, Cell: 07485448373, joe@livingwatersltd.co.uk

Hillary Chazuka: **Monitoring Evaluation and Learning Officer** at Hospice and Palliative Care Association of Zimbabwe, 13 Lezard Avenue Harare, Zimbabwe, Cell: +263776 212 049, hillary@hospaz.co.zw

Abraham Mudefi: **Education Manager** at Save the Children International, 221 Fife Avenue Harare, Zimbabwe, Tel: +263 242 708200, Cell: +263772 968 040, abraham.mudefi@savethechildren.org

Brian Gwizo: **Human Resources and Administration Manager** at Save the Children International, 221 Fife Avenue Harare, Zimbabwe, Cell: +263782 703 153, brian.gwizo@savethechildren.org