

# SUSANE NDLOVU

Health Care Assistant

## Profile

I am a qualified and Compassionate Care Assistant with 6+ year experience in providing outstanding care to ensure optimum health and safety of the elderly patients as well as children and patients an community clinic. Proven track record of excellence in providing daily needs. Homemaking, cooking delicious meals and maintaining patient safety. Have received frequent praises from clients and families for compassion, efficiency, respect, and time management. Praised for patience nd problems solving.

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 Windmill, Boksburg, 1460

## Work Experience

### Caregiver 2023/05 - Up to date

ALEX HOSPICE & REHAB CENTRE, Johannesburg

#### DUTIES

- Administration of medication, providing support system to the client and families during challenging times
- Assisting with daily hygiene care and helping people to live independent lives
- Providing emotional support, meal preparation, creating safe environment by emphasizing precautions and making the atmosphere authentic where residents feel right at home
- Assisted with dressing guidance, grooming
- Monitored client vital signs, administered medications, and tracked behaviors to keep healthcare supervisor well-informed
- Built strong relationship clients to deliver emotional support and companionship

## SKILLS

Good communication, planning and organizational skills

Safeguarding. Emotional intelligence and Patience

Compassionate , feeding support and house keeping

Problem-Solving, wound care, excellent time management, reliable and trustworthy

Documenting, Physically strength and Stamina, Recording vital signs, Personal Care and First Aid

## Additional Information

Seeking sponsorship

Valid Password

English proficiency (IELTS) BAND 6.5)

TB test certificate

Clean Police Clearance

Valid Driver's license

manager.

- Cleaned house, ran errands, managed laundry, and completed weekly grocery shopping.
- Provided safe mobility support to help patients move around personal and public spaces.
- Engaged patients in meaningful conversation, socialization, and activity while providing personal care assistance.
- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Built and maintained rapport with clients and family members to facilitate trusting caregiver relationship.
- Guided patients to restroom to support bladder and bowel relief requirements.
- Completed regular check-ins and progress report for each client.
- Replaced bandages, dressings, and binders to care for wounds and encourage healing.
- Monitored clients' overall health and well-being and noted significant changes.
- Cooked meals and assisted patients with eating tasks to support healthy nutrition.
- Supported clients with mental support and physical activities to accomplish quality of life and sustain needs.
- Laundered items, changed sheets and made bed to keep patients' bedroom clean.

2020-01 -  
2022-01

## **CAREGIVER**

*RON SMITH CARE CENTRE OLD AGE HOME, Boksburg*

- Patient advocacy ensuring that patients their wishes are respected and their needs are met
- Provided non medical home care to the elderly patients
- House keeping, meal preparation , recording vital signs, wound care , safeguarding , documentaion and provided emotional support.
- Built strong relationships with clients to deliver emotional support and companionship.
- Maintained clean personal areas and prepared healthy meals to support client nutritional needs.
- Monitored client vital signs, administered medications, and tracked behaviors to keep healthcare supervisor well-informed.

- Assisted with dressing guidance, grooming, meal preparation, and medication reminders.
- Changed dressings, bandages, and binders to maintain proper healing and sanitary measures.
- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Recognized and reported abnormalities or changes in patients' health status to case manager.
- Entrusted to handle confidential and sensitive situations in professional matter.
- Completed regular check-ins and progress report for each client.
- Recorded status and duties completed in logbooks for management.
- Cooked meals and assisted patients with eating tasks to support healthy nutrition.
- Provided compassionate and patient-focused care to cultivate well-being.
- Maintained strong connections within caregiver community to gain continuous knowledge.
- Monitored clients' overall health and well-being and noted significant changes.

**2014-01 -  
2019-01**

## **PERSONAL CARE ASSISTANT**

*Mrs Smith, Randburg*

- Provided non-medical home care service to an elderly patient
- Focused on personal care, companionship and homemaking
- Monitored progress and documented patient health changes to keep team updated
- Kept a close eye on behavior and emotional response of client to address concerns and protect from harm
- Remained alert to problems or health issues of the client and completely responded
- Maintained a clean personal areas and prepared healthymeals to support the client's nutritional needs
- Helped the client to maintain optimal health nyoverseeing medication administration and docor's appointments
- Assisted patient with dressing , grooming, and feeding needs, helping to overcome and adapt

- to mobility restrictions
- Offered companionship and kindness to an elderly client
- Reached the top end of the pay scale based on client reviews of 95% excellence
- Awarded 100% ratings for punctuality , efficiency and compassion
- Received three personal letters from the client and family members appreciating me for the quality of my work,more especially my meals, referencing both enjoyability, creativity and nutrition.
- Assisted patients with self-administered medications.
- Cleaned house, ran errands, managed laundry, and completed weekly grocery shopping.
- Recorded temperature, blood pressure, pulse, or respiration rate as directed by medical or nursing staff.
- Helped clients maintain optimal health by overseeing medication administration and doctor's appointments.
- Maintained clean personal areas and prepared healthy meals to support client nutritional needs.
- Assisted with daily living activities, running errands, and household chores.
- Documented residents' mental status, sleep, and eating patterns in medical record books.

**2010-01 -  
2014-04**

*CHILDREN CAREGIVER*

- Provided in home care for 2 beautiful children
- Focused on daily needs, homemaking and cooking
- Performing bedtime routines to exact the children's needs, maintaining calm, peaceful environments to aid positive sleep habits
- Ensuring safety and security of the children at all times within and outside of home environments
- Preparing fun, engaging educational activities targeted to specific ages, aiding academic development
- Received frequent praises from parents and family members for compassion , efficiency and time management
- Admired for patience and problem solving

- Recognized by family members for dependability
- Noticed children's nutrition was poor
- Notified the parents
- Children were to have malnutrition, which was corrected.

**2002-01 -  
2003-05**

### **Nurse Aide**

*Marini Rural Clinic, Beitbridge*

- Kept accurate records of patients' care, condition, and progress.
- Maintained and organized patient rooms and communal spaces to minimize environmental and safety hazards.
- Monitored, tracked, and conveyed important patient information to healthcare staff to help optimize treatment planning and care delivery.
- Promoted good oral and personal hygiene by aiding patients with shaving, bathing, and teeth brushing.

**1997-11 -  
1999-03**

### **Caregiver**

*Volunteer Taking Care Of My Mother , Beitbridge*

\* Caring for my mother when she suffered from stroke

\*Helped her with personal hygiene

\*Accompanied her to the hospital

\*Reminded her to take her medication and feeding needs

## **Education**

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**1998-04**

### **GCE Advanced**

*Kwalu High School*

**2019-04**

### **Certificate in Caregiving and First Aid)**

*School of Khanya*

**2018-04**

### **Diploma**

*Alison*

### **Caregiving and Certificate in Fundamentals of Health and Social Care**