Castleford West

Yorkshire

WF104NY

**TO WHOM IT MAY CONCERN**

**REF: APPLICATION FOR THE POSITION OF CARE ASSISTANT**

I am applying for the position of Care Assistant that has arisen within your organization. I have a very strong passion for helping others and making a difference in people's lives. This is evident through my work as care assistant, where I have helped clients with a range of needs including physical, emotional and mental health support.

I am a very compassionate person, and I am able to build strong rapport with clients and build trusting relationships. This is an essential skill for a health care assistant, as it is important to be able to build trust in order to provide the best possible care. I have a high level of organisation, time management skill which is essential for this role.

I believe that I would be a valuable asset to your team, and I am eager to utilise my skills and experience in a role that is rewarding. I am willing to relocate to any area where the post is available.

I have attached a detailed curriculum vitae for your consideration. I hope my application will be considered.

Yours sincerely

Tsitsi Munemo

**CURRICULUM VITAE FOR TSITSI MUNEMO**

Email address - tsitsi.munemo@gmail.com

Contact number - 07481617664

 Castleford West Yorkshire WF104NY

**PROFESSIONAL SUMMARY**

 A reliable, skilled and experienced Care Assistant. I have experience with the following skills bathing , helping with dressing, food shopping and preparation, light housekeeping, managing medications, mobility assistance, companionship and emotional support.

I have great passion for helping and looking after people and am very knowledgeable in maintaining a healthy and safe environment and making sure that resources are utilised effectively and according to practice guidelines.

I possess an impressive track record in helping and serving people. Looking to provide home care to disabled and elderly individuals and ensure they enjoy a good standard living. Highly motivated individual and can work with minimum supervision and I thrive in challenging situations.

I have been able to work under pressure with minimal supervision, promoting patient safety, giving quality care, and maintaining good environmental safety. I am flexible, teachable, and willing to learn and able to assimilate new challenges.

**SKILLS AND RESPONSIBILITIES**

• Conscientiousness: provided input into clients’ care and support plans by regularly feeding back to the Field Care Supervisor.

• Understanding and following policies and procedures: adhered to the principles of health care and hygiene as well as policies regarding working with vulnerable people.

• Patience: frequently encountered aggression and outbursts from both children and adults.

• Creativity: helped clients work around issues such as limited food preferences (e.g., autistic clients) or social isolation (e.g., immobile clients).

• Written and spoken communication: able to understand and be understood by people with even quite profound disabilities and also able to handle government form on behalf of clients.

**TRAINING & CERTIFICATIONS**

**Care Certificate Flexibee, theory of standards**

Care Certificate - Caredemy

Honours Degree in Records and Archives Management- Zimbabwe Open University 2015-2018

**WORK HISTORY**

**Organisation** Dependable Health Care Ltd

**Position** Health Care Assistant

**Period** December 2022 - Present

Duties

● Helping with dressing.

● Feeding.

● Light housekeeping.

● Managing medications.

● Transportation.

● Mobility assistance

**Organization** Chinhoyi University of Technology **Position** Cook/Cashier

**Period** 2018-November 2022

Duties

Preparing meals

Buying

Serving meals

Banking

**Organisation** SAISHE Archaic

**Position** Volunteer (Caregiver) **Period** 2015-2022

Duties

● Bathing

● Laundry and helping with dressing.

● Food shopping and preparation.

● Light housekeeping.

● Managing medications.

● Transportation.

● Mobility assistance.

● Companionship and emotional support.

**Organisation** Chinhoyi University of Technology **Position** Cashier

**Period** 2007-2017

**Duties**

Updating bin cards

Stock taking

Serving the customers

Banking

Making orders

Making payment requisitions

**REFERENCES**

References available on request