

Curriculum Vitae

Lawrence O D Stopwar

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Personal statement

I consider myself as a professional personal assistant and a hard working individual. Honest with a good Interactive skills, planning, critical thinking and with a very strong knowledge of decision making. I have experience in teamwork, I am opened to new ideas and a great imaginative and creative mind. I considered to be an organised individual with great details of efficiency with tasks and reaching targets. My achievements with my previous employer includes; experience on administration of medication, intensive knowledge about spinal injury patients, paralysis, anxiety and depression, autonomic dysreflexia, wound care and superpubic care. I worked as a support worker for children placed in residential care who suffers from variety of development crisis, such family issues, health issues or drug related issues by providing them with life skills activities, development of social interaction, education support and reassurance as they rehabilitate into a Foster home, family home or if able to maintain an independent living. I work as a Personal assistant for my current employer who I have been supporting on a per time basis since 2014. My current employer suffers from a genetic disease called Friedreich ataxia, a condition which causes difficulties in movement, muscle weakness and a deterioration of speech, hearing and vision. My role is to provide assistance to help him meet up with his daily routine, interests and maintaining good standard of living.

Key Skills

- Interactive skills. I Interacts and engages well with people
- Computer skills: Microsoft Office, including Access, Excel, Word and PowerPoint
- Communication skills, I am competent with both written and verbal
- Working with challenging behaviour individuals, in physical disability and mental health settings
- Working with challenging behaviour in vulnerable children and young adults.
- Planning and scheduling duties, organising activities

Employment History

PA with D-r Peter Bailey, 13 Lockwood Close, Brighton, BN2 6UJ

(August 2014 - present)

Achievements and responsibilities:

- Management of daily duties & activities
- Team management and organising upcoming events
- Companionship and interaction

Support Worker role at Peters Dean Care

(September 2017 – September 2019)

Achievements and responsibilities :

- Team work on daily duties and activities
- Provide assistant and support for children suffering with challenging behaviour and vulnerability
- Providing companionship and interaction
- Team work on organising activities and developing practical skills

Support worker role at Cuckfield Care Ltd

(March 2019 – August 2020)

Achievement and responsibilities :

- Team work and organising activities
- Team work in providing educational skills and practical skills
- Providing companionship, interaction and interest opportunities
- Providing support in reducing challenging behaviour and mental breakdown

Carer & PA at Martlets Care, Wayfield Avenue, Hove, BN3 7LW

(May 2014 – September 2017)

Achievements and responsibilities:

- Providing support with social and care needs. Including, personal care, food preparation, and bowel management.
- Management of daily duties activities and keeping up with timing
- Scheduling meetings and appointments, updating plans on calendar.
- Taking notes and providing support with paperwork
- Keeping the client's premises tidy and up to their personal preference. Ensuring that household duties are up to date
- Training new carers and takeover PA's about the individual care preference and process
- Documentation of duties and change of circumstances to assist in updating care plan
- Providing care in a manner that meets their choices, needs and lifestyle in a sense that person centre care and enabled the individual to live their daily life as normal as possible.

Carewatch Brighton and Hove, unit 3 English close, English business park

(September 2005 – April 2016)

Achievements and responsibilities:

- Providing care and support in the community for elderly, disabled and vulnerable adults, including people with various health complications such as, learning disabilities, Cancer, stroke or mental deterioration
- Assisted with shadowing and training new carer about their about their roles and responsibilities in the community.
- Worked as a care coordinator for six months in a role which includes; allocating carers with the appropriate clients, preparing clients and carers schedule, answering phone calls and listening to queries, working as a team, making decision together with the purpose of reaching expected outcome. Providing manager with daily reports and learning from feedbacks. Working with supervisors in updating care plans, arranging holidays and dealing with carers and clients queries.

Princess Royal Hospital, Haywards Heath (Clayton ward)

(April 2008 – June 2010)

Achievements and responsibilities:

Worked as a Student nurses and as a bank staff in an acute mental health unit (Clayton ward). This involves working alongside a senior nurse in carrying out nurses duties such as;

- Management of patient files
- Administration of medication
- Understanding the process of keeping agitative and aggressive patients in a stable condition while respecting their rights as a patient is maintained and the understanding of their vulnerability.
- Arranging and carrying out daily activities with the patients
- Preparing handover reports and presentation of handover to the duty staffs.
- Attending meetings with senior nurse, Doctors and Consultants in sharing view of patient recovery process during their time in the hospital.
- Typing all necessary documents and reports as required

Education

Connect 2 Care

Diploma in Health and social care

(November 2015 – March 2017)

- Edexcel level 3 Diploma in Health and Social Care (QCF)
- Edexcel level 2 in functional skills qualification in English
- BTEC level 2 in employment responsibilities and rights in health, social care and children and young people's settings (QCF)
- BTEC level 3 in preparing to work in adult social care
- Advance level apprenticeship in adult social care

University of Brighton

(September 2004 – June 2007)

Beng Hons Aeronautical Engineering

University of Brighton

(August 2008 – September 2010)

Diploma in Mental Health Nursing

Newham Sixth form College, Plaistow, London

(September 2001 – July 2004)

Advance Vocational A Level in Science

Grade D:D

Course consists; Physics, Chemistry, Biology and Hard mathematics

Rokeby school, Stratford, London

(September 1998 – June 2001)

10 GCSE's, grade, including Maths (grade C) and English (grade D)

Hobbies & Interests

I am interested in project management, Group discussion and debates, as I have previous work as a volunteer with 'Save the Children' and 'The Children Society' in various youth projects. I worked as a volunteer for Photovoice. An organisation that uses photographs to raise awareness of children humanitarian issues and political matters. Working with the organisation has improved my interest and hobby of photography and art work

My main leisure hobbies are, playing basketball and swimming. I also enjoys keeping up to date with political affairs.

Leadership Roles

When worked as a care Care coordinator, I ensured that the vulnerable individuals are protected from abuse or mistreat by making sure that policies and care procedures are correctly followed by the carers.

I made sure that any suspected misconduct or any issues raised by the service users are reported to my manager for a better care provision and to maintain a good standard of care.

Within my allocated zone, I was responsible for granting carers holiday in accordance to the company's policy, making sure that my decision does not have an effect on the care capacity.

I was able to liaise with the professionals such as, Occupation therapist, social services, council team and mental health team in order to meet up and improve individuals care requirements.

Within my allocated role, I was responsible for allocating care staff to attend an up to date trainings. Ensuring that meetings and trainings were attended.

I was responsible for Coordinating care staff Rotas and allocating carers with service users.

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As a carer, I worked as a senior carer in the community, with the privilege to supervise and support new and existing carers in the field. The ones that could benefit with extra knowledge on ways to carry out a better standard of care. Making sure that the quality and effectiveness of their support is very well noticed. Ensuring that the dignity and respect of the individuals is maintained at all times.

My experience as Personal assistant has enabled me to train fellow personal assistants and carers on specific routines needed in order to look after client appropriately according to his condition and his personal choices. This includes administration of medication, personal care, bowel management and organising and seeing to daily needs.

I have gained various specialist training through the community district nurse which I have been deemed competent and therefore regularly passed to fellow carers when necessary. These trainings includes, the use of ventilator, Bowel management, knowledge on autonomic dysreflexia, wound care, and percutaneous endoscopic gastrostomy (PEG) feed and diabetes management.

References

Available upon request