**RESUME**

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**OBJECTIVE**

I am seeking a position where I can share my knowledge and experience.

**SKILLS**

* Good English speaking and writing skills.
* Sound computer, literacy & numeracy skills.
* Strong analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records and financial statements.
* Good relationship management & negotiation skills in liaising with Banks, other financial institutions, and various regulatory authorities.
* Teamwork spirit, support, and leadership skills
* Expertise working in multi-culturally diverse environments.
* Open to learning new initiatives and changes.
* Manual handling skills/experience
* Professional personal care assistance skills,
* Experience handling and administering medication as prescribed.
* Knowledge and experience in working, caring and supporting people with challenging behaviours/high care needs.
* Knowledge in demonstrating a clear understanding of WH&S legislation as related to disability work- field.
* Full drivers’ licence
* Knowledge/understanding of a person-centred service approach.

**QUALIFICATIONS.**

In Progress – Master of Business Analytics (Extension)

2023 – Certificate IV in Training and Assessment

2022 – CPR certificate

2022 – Working with Children Check.

2022 – Clear National Criminal History Check.

2021 – First Aid / CPR certificate.

2021 – NDIS Worker Check – clearance

2020 – Diploma of community service

2020 – Certificate IV in Ageing Support

2018 – Certificate IV in Disability

2012 – MBA - Finance

2003 – Bachelors degree - Business Management - Accounts and Finance

2001 – Certified Public Accountant (CPA).

Accounting software e.g. quick books, Systems Application Product (SAP), Ms Office, Sage ACCPAC, Great Plains system, Lotus 1-2-3

**EXPERIENCE.**

The Smith Family

Family Partnership Coordinator

2023 to date

Wesley Mission

Support Worker, Intensive Therapeutic Care – Significant Disability

2020 to date

Marist 180

Youth Worker

2021 to date

Civic disability service

Disability support worker

2017---2019

Internal Auditor

Rural Electrification Authority

Jan 2011 - Feb 2017

Financial Accountant

I Choose Life Africa

Nov 2009 - Apr 2010

Program Accountant

Horn Relief

Mar 2009 - Aug 2009

Accountant

Catholic University of Eastern Africa

Aug 2008 - Mar 2009

**KEY RESPONSIBILITIES**

* Taking a family-led practice approach to maximise school attendance and support key transitions.
* Contacting scholarship families to inform them about programs being delivered and inviting them to participate.
* Liaising with identified schools and Principals to keep them up to date on progress of students referred to the Learning for Life program.
* Enhancing relationships with key people in schools to positively impact on attendance and school completion rates.
* Ensuring excellent database management and administration support for scholarship students.
* Referring families to other services and linking them with appropriate supports.
* Supporting the implementation of each young person’s case plan in collaboration with the House Manager and other stakeholders involved in the care of the young person

• Engaging with the young person to develop a positive mentoring relationship, Foster, develop and maintain a therapeutic relationship with clients

* Implementing therapeutic crisis intervention
* Supporting young person on their daily routine, shopping, hospital appointments, contacts with family, and community access.
* Supporting residents according to their individual self-centred services.
* Ensure the safety of the young person whilst in care
* Support clients /young persons to develop & encourage independence to achieve their goals
* Support residents, engage/participate in extra-circular & recreational activities
* Meet specific needs of each client/young person and offer necessary support to enable them to meet their life goals.
* Ensure the rights and privacy of residents are considered and respected
* Ensuring and maintaining maximum confidentiality.
* Encouraging teamwork building
* Working with clients / young persons with different challenging behaviours
* Good understanding of the impact of trauma and abuse.
* Assist in providing education and community access to persons with intellectual, physical, social and emotional disabilities.
* Monitoring and reporting on the progress of young persons.

**REFEREES**

Available on request.