

## Example 2 Chronological CV – Care Assistant

# Christine Jones

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### PROFILE:

A Care Assistant with a wide range of experience in the social work industry. Able to work on own initiative and as part of a team. Proven care skills including providing daily support to clients in all aspects of their care, assisting families to adjust to caring responsibilities and taking a lead role in developing care plans for clients. First-class reliable, patient and caring approach. Dedicated to maintaining high standards of care for all.

### ACHIEVEMENTS:

- Coordinated a new plan of recreational activities to assist clients with social interaction
- Organised a successful day trip attended by residents of four different residential homes
- Received an Award of Recognition from The Social Care Council for my effective and innovative contributions to clients' development plans

### EXPERIENCE:

#### **OAK LANE HALL, LEEDS**

1992 - **Senior Care Worker**

date Oak Lane Hall is a residential home for elderly people which provides full-time care for up to 45 residents.

Responsibilities and achievements:

- Supervised a team of 8 Care Assistants on a daily basis, reporting to the Residential Care Manager
- Trained each new staff member throughout their Induction period and organised apprenticeships within the Home
- Managing residents' trips and excursions, organising from start to finish and supervising visits
- Developing and monitoring residents' individual care plans and liaising with residents' families to assist with their adjustment to their relative's care needs and to keep them well-informed

#### **THE ANNE HOWDEN CENTRE, LEEDS**

1989 - **Care Worker**

1992

Responsibilities and achievements:

- Supporting clients aged 18-60 in all aspects of personal care (washing, dressing, feeding, etc)
- Carrying out general tasks with clients such as shopping, laundry, housework, etc
- Assisting clients in organising bills, budgeting and letter writing
- Working with Social Care professionals to help deliver individual care plans for clients

#### **BLUEBELL GARDENS DAY CENTRE, LEEDS**

1986 - **Assistant Care Worker**

1989

Responsibilities and achievements:

- Assisting clients with recreational activities
- Working with clients' families to support clients' care plans
- Achieved NVQ Level 3 Health & Social Care

#### **MAIDSTONE VILLA, LEEDS**

1985 - **Apprentice Care Worker**

1986

Responsibilities and achievements:

- Shadowing Care Assistants in the day to day personal care duties of residents in the Home
- Commenced NVQ Health & Social Care qualification

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### **TRAINING COURSES:**

Various courses including Health & Safety, First Aid and Introduction to Care.

### **QUALIFICATIONS / EDUCATION:**

**NVQ Level 2 Health & Social Care** (1986)

**NVQ Level 3 Health & Social Care** (1989)

**8 GCSEs:** Graded A-C (1984)

### **ADDITIONAL INFORMATION:**

Driving Licence: Full, Clean

### **INTERESTS / HOBBIES:**

Reading, cooking, keep-fit, walking and dance