Faith Uwamusi Itasoa

4619 10a Avenue NW,

780-370-9904.

Email: faith\_itasoa@yahoo.com

12th July, 2018.

Human Resource,

Hope 4 Life

Edmonton, AB

Dear Sir/Ma,

### **RE: Community Support Worker**

### I write to express my interest to work in your organisation. I have experience working as a support worker providing support to assist high risk and vulnerable individual, individuals with developmental disabilities, high behaviour, addictions and making a significant difference in their lives. My experiences as a support worker has given me the opportunity to work with clients from different cultures and background, which I believe makes me qualified for this position.

I am very organised, compassionate and motivated, I possess excellent communication and interpersonal skills with positive professional attitude as well as demonstrate ability to work with people, show initiative and be active member of support network.

My key competencies include abilities to analyse problems and propose solution, creating rapport and supporting client(s) in activities of daily living, helping them to achieve their future goals.

I also possess good verbal and writing skills with ability to work with computer especially on Microsoft word, presentation and excel. I am familiar with health and safety needs of individual with physical and mental disabilities.

I am flexible with my availability and would welcome the opportunity to discuss the job vacancy and any other vacancy with you. I can be contacted on my mobile 780-370-9904 or by email faith\_itasoa@yahoo.com

Thank you for your time and I look forward to hearing from you soonest.

Yours Sincerely

FAITH ITASOA

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**PROFESSIONAL SUMMARY**

* More than three years’ experience in support works in residential settings.
* Ability to work independently and as a valuable member of a team
* Very good planning, organizing and prioritizing tasks
* Proficient in assessing client’s needs
* Very good at respecting and protecting client’s values and dignity
* Excellent verbal and written communication skills
* Ability to remain calm and apply critical thinking skills
* Highly motivated and reliable
* Excellent interpersonal, time management and organizational skills
* Excellent working knowledge of computer applications

**WORK EXPRIENCE**

**Team Leader - Community Rehabilitation Support Worker Present**

**Independent Counselling Enterprises - Canada**

**Responsibilities:**

* Provide and support clients with personal care
* Schedule medical appointment as required by client
* Involved in the development and implementation of client’s individual service plan to support individuals achieve their goals
* Update and audit client’s file
* Promote community inclusion and ensure clients are being supported with their interests
* Facilitating and enabling client socialization and inclusion in the community
* Providing support and supervision to client at all times
* Provide clients with behavioural, physical and emotional support
* Maintain, monitor and send appropriate documentation and records
* Assisting with personal care as it applies hygiene and personal well-being, as well as administration of medications
* Monitor clients progress by maintaining regular contact with support network
* Conduct monthly safety inspection and participate in monthly team meetings
* Other duties as assigned

**Team Coordinator – Non-Residential Support Worker**

**Independent Counselling Enterprises – Canada**

**Responsibilities:**

* Scheduled and attended monthly home visits with individuals and support home operators in my caseload
* Provided information and support as regard social and community inclusion
* Monitored clients progress by maintaining regular contact with clients, guardians and support home operators
* Assisted in developing and implementing client’s ISP
* Monitored programs to ensure they meet client’s needs and follow care standard
* Monitored client documentation as required by agency policies
* Liaison with guardians and other service provider as required
* Conduct random and monthly safety inspection
* Other duties as assigned

**Community Support Worker (Weekend) Present**

**Mira Facilitation Center - Canada.**

**Responsibility:**

* Support clients with personal care
* Promote community inclusion
* Medication Administration
* Provide clients with support to enable utilize their skills and abilities
* Provide direct support to individuals in the home and in the community
* Provide comprehensive behavioral support to individuals
* Documentation and records of reports

**Home Support Worker 2014 - 2016**

**Augustine & Sophia home - Canada.**

**Responsibility:**

* Supported clients with bathing, clothing and grooming
* Promoted community inclusion
* Received medication, checked and contacted pharmacy when necessary
* Provided clients with support to enable utilize their skills and abilities
* Ensured client’s safety in the home and in the community
* Maintained cleanliness in the home and write request on items needed by the clients
* Documentation and records of reports

**Disability Support Worker 2010 - 2014**

**Amazing Grace Memorial Home – Warri**

**Responsibility:**

* Implemented support plans for clients
* Promoted the general well-being of clients by engaging them in different activities within their homes and in the community
* Provided clients with personal care
* Organized social outing programs and activities for the clients
* Ensured clients maintained regular contacts with families
* Performed light housekeeping and ensure proper hygiene within resident
* Assisted with client’s daily routine
* Completed daily report and documentation

**QUALIFICATION AND EXPERIENCE**

High School Diploma

Child Care Assistant Certificate

Bachelor of Science Sociology

3 years’ experience as a support worker assisting individuals with disabilities and high behaviour

**TRAINING AND CLEARANCES**

Applied Suicide Intervention Skills Training (ASIST)

Medication Administration Training

Nonviolent Crisis Intervention training program

Abuse Prevention Training

Mandt

Best Practice Training

BLS-HCP’s CPR-C & AED, Saving Grace Medical Academy Ltd,

Standard First Aid CPR/AED level C, Canadian Red Cross

Clear police information check and vulnerable sector check

Class 5 license with 2million liability and access to a reliable vehicle

**REFERENCES**

Available on Request