Sukhjit Kaur 2418 32b St NW

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Jan 5,21

Hope4Life

# RE: Community Disability Support Worker

Dear Hiring Manager:

I am writing today to express my interest in your recently posted opening for a Community Disability Support worker on the website of your organization. I am looking to apply my skills and abilities to a challenging, growth-oriented position with a leading company like Hope4Lifes while continuing to build my academic foundation.

As a former student of Nor Quest College in the Community Support Worker program, I majored in Disability Specialization and I will be finishing my work practicum in October. In addition to my qualifications in community studies, I also have done my practicum for 200 hours at Meadows group home and experience working at Old Age Home with people with disabilities. I am comfortable working one-on-one with people of all ages and varying levels of ability with a non-judgmental approach. I have more than one year experience of working in organization like Good Samaritan Society and as a relief in Excel Society. I am available weekdays and overnights as well.

I enjoy gathering, organizing and analyzing information, working in groups, and contributing to project strategies. I believe these skills would be beneficial in a Community Disability Support worker role while further enhancing the excellent reputation of Hope4Life. I possess a comprehensive skill set and hands-on understanding necessary to achieve positive overreaching outcomes in this role.

I believe that I can successfully be the Community Disability Support Worker that you're seeking, and I welcome the opportunity to talk to you at your earliest convenience.

Thank you for your consideration. Sincerely,

Sukhjit Kaur Enclosure Resume

# Sukhjit Kaur

2418 32b Street NW Edmonton, AB T6T1Y6 (780) 246- 2094

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OBJECTIVE

* To obtain a full time Community Disability Support Worker position with Hope4Life.

HIGHLIGHTS OF QUALIFICATIONS

* Impressive written and oral communication abilities while interacting with clients, supervisors and colleagues.
* Extensive knowledge of relevant regulations and policies.
* Good at maintaining interpersonal relationships and managing situations.
* Fluent in speaking English, Punjabi and Hindi.
* Demonstrated abilities to maintain accurate and precise records.
* Trained in coordinating over matters with the clients in order to reach out with best solution for the client.
* Culturally sensitive and emotionally stable under challenging situations.
* Acquired class 5 Driving License

EDUCATION

**Community Support Worker Program** Most Recent

Nor Quest College, Edmonton, AB January 2019-October 2019

# High School Diploma Program

* + - 1. School, Phagwara, India April 2015-May 2016 EMPLOYMENT HISTORY

# Community Support Worker

Good Samaritan Society, Edmonton AB November 2019 - present

* + - * + Worked for people with disability
        + Participated in case reviews, consulting with team caring for the client’s needs and plan for continuing services.
        + Performed healthcare related tasks, such as providing medication.
        + Handled household, client funds, and kept accurate records of monetary transactions.
        + Performed all chores of group home
        + Went on outings with clients
        + Assisted clients with everything they want
        + Involved in teamwork and communication at workplace
        + Administer bedside or personal care

**Community Support Worker** November 2020-Present

Excel society, Edmonton AB

* Assisted clients to perform important daily activities
* Monitored their healthcare needs, including administering medication and temperature checks.
* Assisted them to access community facilities and be included in community groups.
* Maintained records of client’s progress
* Performed home based tasks such as food preparation and housework
* Provided emotional support and feedback to clients

**Caregiver** (part-time) September2017-March 2018 Rama Old Age Home, Phagwara, India

* + - * + Comfortable in doing personal care
        + Given care to older adults and given personal hygiene assistance.
        + Assisted people with disability as a caregiver.
        + Experience of dealing with variant clients.
        + Managed to work in team and made interpersonal relations.
        + Provided clients with communication assistance, typing their correspondence for them.

**Mc Donald’s Employee** Feb. 2019-September2019 Mc Donald’s, Edmonton, AB

* + - * + Taken orders and packaged food at the front counter.
        + Communicating with customers and dealing with problems that may arise.
        + Supervised other employees.
        + Involved in decision making and cash handling
        + Cleaning equipment.
        + Food handling and food preparation.

VOLUNTEER EXPERIENCE

**Volunteer** (casual) June 18- July 2, 2019

Indigenous Seniors Centre, Edmonton, AB

* + - * + Gardening all around the Centre
        + Interact and assist the seniors with disability • Plant in the parks and decoration with the rocks.
        + Prepare and serve food
        + Know people from different communities at one place.

# Free footie Volunteer

Free Footie association, Edmonton, AB June 21, 2019

* + - * + Collected the medals from agency to deliver.
        + Delivered medals to different schools.
        + Interacted with school staff and students.
        + Encouraged children to participate in sports.

**200 hours practicum at The Good Samaritan Society**

ADDITIONAL INFORMATION

**Community Support Worker completion**

**Police Clearance check**

**Vulnerable sector check**

**CPR first Aid certificate**

**Potential Employee Certificate**

Rama Old Age Home, Phagwara, India March 2018

**Mc Donald Certificate of Employment** May 2019

Mc Donald’s, Edmonton, AB

References available upon request