**[Personal Care Assistant Manager](https://www.postjobfree.com/resume/ad1a42/personal-care-assistant-edison-nj)**

**Location:**Edison, NJ

**Posted:**November 20, 2023

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**Resume:**

NEFA PRYCE

S U MMARY

Reliable personal care professional bringing 15 years of experience in Personal Care Assistant roles. Skilled in addressing physical and mental disabilities and monitoring needs for convalescent patients. Trusted to care for patients at varying stages of life. E X P E R I E N C E

Assistant Manager

The Arc of Somerset County Manville, NJ December 2015 - Current Direct Care Worker

Chelsea living Bridgewater, NJ November 2013 - June 2014 CHHA

Instacare Edison, NJ November 2012 - August 2013 Provides training for staff and monitors all aspects of residential care and treatment including the safe operation of the residence

Interviewed prospective employees and provided input to HR on hiring decisions. Enforced company policies and procedures to strengthen operational standards across departments.

Implemented training processes for newly hired employees and supervised department managers, shift leads and production personnel. Remained calm and professional in stressful circumstances and effectively diffused tense situations.

Maintained inventory accuracy by counting stock-on-hand and reconciling discrepancies.

Directed and led employees, supervising activities to drive productivity and efficiency.

Provide transportation to medical appointments and transfer patients in and out of wheelchairs

Maintain the living areas by cleaning, doing laundry, and shopping for groceries. Plan meals, shopping for groceries, preparing and serving food/meals, feeding, and clean-up.

Assisted with client personal care needs to foster independence and well-being. Followed care plan and directions to administer medications. Helped patients during ROM exercises to maintain musculoskeletal functions and increase strength.

Maintained daily living standards by assisting clients with personal hygiene needs. Made beds, swept floors and sanitized surfaces to support activities of daily living. Helped clients with personal needs from exercise to bathing and personal grooming.

Laundered clothing and bedding to prevent infection. Reported concerns to nurse supervisor to promote optimal care. Dressed, groomed and fed patients with limited physical abilities to support basic needs.

Followed care plan and directions to administer medications. Helped clients stay happy and healthy by providing mental and emotional S K I L L S

Product and Service Knowledge

Sales Monitoring

Work Planning and Prioritization

Verbal and Written Communication

Training and Development

CPR Certification

Ability to Lift

Household Cleaning

First Aid Certification

Decision Making

Attentive to People

Caring Companionship

Clear Communication

Personal Hygiene Assistance

Relationship Building

Bedside Care

Supportive Personality

Client Safety and First Aid

Client Documentation

Behavior Redirection

Compassionate Client Care

C O N T A C T

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E D U C A T I O N A N D

T R A I N I N G

LPN

Practical Nursing

Union County College, Cranford, NJ

Expected in December 2023

Direct Support Professional

Alfa Development Butler, NJ January 2009 - October 2012 support.

Tracked and reported clients' progress based on observations and conversations. Assisted clients with bathing, dressing and incontinence care. Developed strong and trusting rapport with patients to facilitate smooth, quality care.

Aided with mobility and independence for disabled individuals and continually monitored safety.

Assisted with client personal care needs to foster independence and well-being. Prepared high-quality nutritious meals for patients to promote better overall health and improve eating habits.

Cared for patients by assisting with personal hygiene tasks and completing basic household chores.

Maintained clean and well-organized environment for client happiness and safety. Aided with mobility and independence for disabled individuals and continually monitored safety.

Documented current patient information to update vital signs, behaviors and eating habits.

Tracked and reported clients' progress based on observations and conversations. Assisted individuals in learning and developing new skills. Provided direct care to individuals with intellectual and developmental disabilities, fostering activities of daily living.

Developed strong and trusting rapport with patients to facilitate smooth, quality care.

Supervised medication administration, personal hygiene and other activities of daily living.

Encouraged and reassured clients throughout transitions to facilitate smooth discharge.

Used approved crisis intervention techniques in emergency situations. Accompanied or transported clients to appointments, errands and social activities. Followed care plan and directions to administer medications. Transported clients to doctor's appointments and errands. Assisted individuals in development of social skills to become integrated in community.