

# Emily Johnson

## Home Care Aide

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📍 1234 Elm Street, Springfield, IL 62701

### STRENGTHS

#### ♥ Empathy

Always listen actively to clients, building strong connections that encourage open communication and trust. Clients often express gratitude for attentiveness during caregiving.

#### ⚙️ Organization

Through structured schedules and attention to detail, maintained a safe environment for clients, classified tasks without fail. Peers often ask advice on efficient care management.

#### 👤 Adaptability

Quickly adjust approaches based on each client's specific needs, guaranteeing personalized care that resonates. Creative solutions led to better engagements and outcomes.

#### 👥 Teamwork

Consistently collaborate effectively with caregivers and medical staff. Family members appreciate insight and feedback about client condition, arriving together to resolve issues.

#### 🕒 Time Management

Managed multiple clients efficiently through prioritized scheduling. Pointed out by managers as being superb at meeting commitments and timelines.

### SKILLS

Patient care Time management

Communication

Team collaboration

Problem-solving

Compassionate nature

Decision-making Record keeping

Household management

### SUMMARY

Experienced home care aide skilled in assisting with personal care needs and enhancing clients' daily living. Over three years of dedicated support services fostered client independence while maintaining a safe environment. Strong organizational abilities lead to effective transportation for appointments, along with managing household tasks such as cleaning and meal prep. Communication with families, healthcare professionals, and peers ensures continuity of care and trust. Excited to bring compassion and adaptability to caring hands in a new role fostering client well-being and dignity.

### EXPERIENCE

#### Home Care Aide

Helping Hands Services 📅 June 2024 - Present 📍 Aurora, IL

Responsibilities include providing personal care to enhance client comfort and safety, focusing on essential daily support activities. Tasks encompass transporting clients and managing their immediate environment to ensure satisfaction and health.

- Provide compassionate personal care, addressing unique needs of each client.
- Assist regularly with meal preparation, laundry, and housekeeping duties.
- Transport clients safely to appointments, ensuring timely arrivals.
- Maintain records of client progress and communicate effectively with supervisors.

#### Home Care Aide

Sunny Days Home Care 📅 January 2023 - May 2024 📍 Naperville, IL

Focus involved supporting clients in various daily activities, with special attention to health reminders and any behavior changes. Collaboration with family members helped create customized care approaches for each client.

- Promoted client independence through tailored assistance with daily living activities.
- Provided medication reminders, assuring adherence to health protocols.
- Engaged thoughtfully with family and care teams to enhance program effectiveness.
- Documented observations and interventions in compliance with best practices.

### LEADERSHIP & AWARDS

- Employee of the Month at Helping Hands Services, recognized for exceptional patient care and service excellence.
- Recipient of the Caring Heart Award for continuous dedication to client wellbeing in challenging scenarios.

### EDUCATION

#### Certificate in Home Health Aide

Springfield Community College 🎓 GPA: 3.8 📅 2022 📍 Springfield, IL

**Coursework:** *Healthcare Basics, Anatomy and Physiology, Patient Care Skills, Communication Techniques*

### CERTIFICATIONS

- CPR and First Aid Certified 📅 2023
- Certified Home Health Aide 📅 2022

### TECHNICAL SKILLS

- **Clinical Skills:** Personal care, Health monitoring, Medication management
- **Communication Tools:** Email, Phone calls, In-person consultation
- **Project Management:** Care plans, Scheduling software, Client tracking
- **Transportation:** Vehicle operation, Safety protocols, Route planning

Client-focused approach

Health monitoring

Transportation support

Meal preparation

Cleanliness standards Flexibility

## **LANGUAGES**

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English Native

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Spanish Intermediate

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## **MY CAREER**

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● Home Care Aide at Helping Hands Services (2 Years)

● Home Care Aide at Sunny Days Home Care (1.3 Years)

- **Cleaning and Maintenance:** Housekeeping practices, Laundry techniques, Sanitation
- **Culinary Skills:** Meal prep, Nutrition basics, Dietary restrictions
- **Compliance Standards:** HIPAA, State regulations, Health department guidelines
- **Office Software:** Microsoft Office, Google Workspace, Care coordination tools
- **Conflict Resolution:** Negotiation strategies, Active listening, Mediation techniques
- **Educational Training:** Workshops, Webinars, Certification courses

## **PROFESSIONAL AFFILIATIONS**

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- Member of the Illinois Home Care & Hospice Association, participating in education and advocacy efforts.
- Volunteer at local community center supporting health awareness events and resources.

## **ADDITIONAL INFORMATION**

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**Work Status** : Authorized to work in United States. No sponsorship required.

## **REFERENCES**

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AVAILABLE ON REQUEST