

Jane Scott
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Mount Gambier SA 5290
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Ms Suzanne Smith
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PO Box 9999
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4th October 2010

Re: Home Support Worker

I wish to apply for the position of Disability Service Officer with Disability SA. I am currently completing my Certificate III in Aged Care and have worked in a carer role for 2 years. I am passionate about this industry and working to support individuals who are aged, frail or disabled and their carers.

I am competent in providing activities of daily living in a home support role including showering, cleaning, laundry, dressing/undressing, transporting, medications, feeding and monitoring the overall well being of individuals. I possess excellent communication skills and am experienced in liaising, advising and communicating with all concerned in the primary health care of clients and committed to quality of care. Having just completed the theory component for my Aged Care Certificate, I have a good understanding and current knowledge covering rights, respects, dignity, policies and procedures, confidentiality and duty of care.

Please find enclosed my resume detailing my skills, experience and competence for this position as well as my response to the selection criteria as required. I look forward to an opportunity to discuss my application in the near future.

Yours sincerely,

Jane Scott