

Jade Linklater

09 JULY 2024

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Nishnawbe Aski Legal Services Corporation
Talking Together Program Facilitator

To Whom It May Concern,,

I am contacting you to express my interest in the Talking Together Program Facilitator opportunity within the Nishnawbe Aski Legal Services Corporation. After reviewing the position requirements, I believe that my qualifications and education are a great match.

My nursing education combined with training and experience has provided me with a great foundation of knowledge and skills; my skills in geriatric care,, documentation and reporting, and time management skills helped me handle a variety of challenges, I have a resourceful approach to problem-solving, tackling challenges head-on, and I consider obstacles learning experiences. I'm a people person with high energy and a lot of ambition to succeed. In addition, my nursing education has provided me with the ability to be exceptionally organized with an exceptional ability to work under high pressure with time constraints while providing quality service.

Upon review of my resume, you will notice a gap between my most recent employment and now; this is because in October 2019 I became very ill and, as per medical advice, left work and school temporarily to get better. Shortly after, we entered the pandemic and I decided to remain home with my then 2-year old daughter. The lockdowns and lack of socialization led to many difficulties for my daughter when it became time for her to transition into school and, once again, I decided to remain at home until she overcame her difficulties. That being said, I have ensured to keep current on all relevant training and education and am confident in my abilities to return to providing the best service to those who need it most. I am, however, looking to shift away from healthcare and explore other options that meet my qualifications.

I would greatly appreciate your review of my enclosed resume. I believe that I can be a valuable addition to the Ontario Native Women's Association and your business goals. At your convenience, I am available for an interview or further discussion. I look forward to your response.

Sincerely,

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Objective

Eager to work and make the most of my skills, education, knowledge, and compassionate nature in patient assessment, planning, evaluation, implementation, and documentation for optimum satisfaction based on my current qualifications

Experience

NOV 2013 - APR 2018

Extendicare, Timmins – *Dietary Aide*

- Prepare meals, set up dining room, and serve meals using Food Handling standards to maintain sanitation and quality
- Ensure residents are given appropriate meals as per their current care plan and dietary recommendations
- Accurately record meals served and monitor food temperatures
- Clean assigned areas using appropriate procedure
- Participate in dish washing according to acceptable standards of practice
- Store stock appropriately in order to maintain cleanliness and prevent food spoilage
- Participate in menu planning
- Ensure compliance with sanitation

APR 2018 - APR 2019

Extendicare, Timmins – *Personal Support Worker*

- Perform direct patient care, assistance with activities of daily living (elimination/toileting/personal hygiene/nutrition) while being sensitive and empathetic to the individual needs of all residents
- Actively participate and report changes in assessment, care planning, implementation, and evaluation of outcomes regarding all resident care plans
- Diligently practice appropriate sanitation and sterile techniques to avoid the spread of contagious illness
- Supervise resident mobilization to prevent skin breakdown and falls
- Educate family members about the importance of following through with care plans
- Experience in risk assessment and management
- Implement behavior interventions and support programs
- Develop therapeutic relationships by providing emotional support and positive reinforcement
- Respond promptly to any emergency situations that may arise

MAY 2019 - OCT 2019

Cochrane Temiskaming Resource Centre - Residential Counsellor

- Administer and supervise self-administration of medications for residents
- Provide guidance and support to clients in need of assistance with daily living skills
- Facilitate group activities for clients to help them develop social and interpersonal skills
- Monitor client progress, document observations, and report changes in behavior to supervisors
- Implement behavioral interventions designed to modify or reduce problematic behavior
- Collaborate with community organizations and other professionals to provide comprehensive care for clients
- Create a safe environment that promotes self-expression, respect, trustworthiness, empathy, and acceptance among residents
- Maintain accurate records of client information including medications administered and hourly documentation on all clients
- Provide transportation for clients as needed to appointments or other activities outside the residence
- Enforce rules and regulations for smooth and orderly operation of residential program

APR 2024-JULY 2024

Timmins Native Friendship Centre - Indigenous Healthy Babies Healthy Children Program Coordinator

- Organized playtime activities for groups of children, such as games, arts and crafts, music, sports, and storytelling.
- Assessed the development needs of children and planned appropriate activities to meet those needs
- Monitor children's progress and maintained records of their development
- Collaborated with parents, guardians, and agencies throughout the community to discuss the child's behavior and development
- Provide guidance on parenting issues related to child development
- Established positive relationships with families by providing support services including counseling and referrals when necessary
- Conducted home visits to assess family dynamics impacting the child's development

Education

SEP 2009 - OCT 2012

Timmins High & Vocational School - High School Diploma

SEP 2016 - OCT 2019

Northern College of Applied Arts and Technology - Registered Practical Nurse, 3 semesters completed

Clinical Experience:

Long-Term Care	Golden Manor	Winter 2018
ALC	TDH	Winter 2018
Med B	TDH	Fall 2018
Med-Surg	TDH	Fall 2018

References**Available upon request**