

Willetta Barnes

Caregiver - Prelude Homes & Services

Saint Paul, MN

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651-502-5957

Work Experience

Caregiver

Suite Living Senior Care - Roseville, MN

October 2018 to Present

- Assist clients with treatments and/or health related services, as delegated by licensed staff and in accordance with service plan or plan of care.
- Document services performed on computerized charting system.
- Observe resident and report any changes in physical and emotional condition such as change in attitude, reaction, and appetite, to the supervisor.
- Assist the resident with personal care which may include the following: shampooing of hair, assist with showering/ bathing, fingernail and foot care, and medication administration.

Caregiver

Prelude Homes & Services - White Bear Lake, MN

August 2016 to Present

Responsibilities

- Memory care assist adults with daily living cares
- Provides safe environment for residents.
- Administer medications
- Follows resident care/treatment plans, documents noted changes in a resident's physical, psychosocial, mental, or emotional conditions according to community policy and procedure.
- Ensure that residents and families receive the highest quality of service in a caring, compassionate and dignified manner which recognizes the individual's needs and rights.

Trained Medication Aide

HAYES RESIDENCE - Saint Paul, MN

December 2015 to March 2016

Responsibilities

- Provide care to Adults with Mental illness.
- Assisted with clerical duties.
- Dispensed medications and treatments
- Following policy/procedure

Housekeeping such as laundry, cleaning common areas

Shahbaz - Saint Paul, MN

December 2014 to October 2015

Saint Paul, MN

December 2014 to October 2015

- Assist with Activities of Daily Living.
- Providing safe environment for Elders
- Assisted the residents in transferring using a transfer belt, device or appropriate lift maintaining member safety at all times.
- Reported promptly to the nurse any changes in the resident condition.
- Housekeeping such as laundry, cleaning common areas.

Assisted Living Aide

Volunteers of America - Minneapolis, MN

May 2011 to December 2012

Responsibilities

- Cleaned Resident's apartment.
- Prepared meals. Assisted with obtaining vitals from Residents. Assisted residents with activities of daily living.
- Promotes and maintains highest level of independence or resident using nursing rehab skills.
- Maintains accurate and complete records of food/fluid intake/output, baths, weights, bowel and bladder elimination, ambulation, ROM, and cleaning duties as assigned.

Receptionist

Meridian Behavioral Health - Minneapolis, MN

November 2005 to October 2008

Responsibilities

- Served as first point of contact.
- Assist with payments.
- Scheduled appointments for counseling and intakes.
- Register clients into computer system.
- Verified insurance of Clients.
- Answered phones/forward voicemails/Greet visitors
- Sort, scanned, filed and process documents
- Order, received and distributed supplies
- Maintained phone lines
- Received, sort and distributed incoming mail, process outgoing mail
- Assisted with other administrative duties as needed to include support for multiple departments.

Skills Used

Typing, Customer service, Reliability

Education

Certificate in Customer Service

Century College - White Bear Lake, MN

2014 to 2014