

KRISTIN DAVIDSON

Versatile team leader effective at working collaboratively with staff, volunteers, and community partners. Exceptionally motivated, goal-driven, and meticulous in all areas of work performance. Hands-on approach to solving problems and ready to apply experience and expertise to a challenging new position. Authorized to work in the US for any employer.

Work Experience

Social Services Manager

Hawaii State Judiciary - Honolulu, HI
March 2020 to Present

Plans, directs, and coordinates the day-to-day operations of the Juvenile Client Services Branch to include the Detention Facility, shelter, specialty court programs, and probation services;

Serves as the State of Hawaii Commissioner/Compact Administrator for the Interstate Commission for Juveniles;

Coordinates and directs the development of annual program plans; develops and coordinates annual budgets; supplemental budgets and expenditure plans for various programs;

Researches issues and drafts responses for the Deputy Chief Court Administrator;

Serves as a liaison with law enforcement, legal community, correctional, social, and educational agencies throughout the State;

Submits oral/written testimony on laws/bills affecting children, families, delinquency and crime, and other matters on behalf of the Judiciary;

Monitors branch programs to develop operational patterns and evaluates and recommends methods to correct deficiencies;

Conducts and coordinates special projects;

Participates in the review, negotiation, and preparation of Purchase of Service contracts and grants;

Serves as the lead of the Statewide Juvenile Supervision Case Management Committee;

Active participant in the following committees: Commercial Sexual Exploitation of Children Working Group, Family Court Symposium Planning Committee, Hale Hilina'i Officer Safety Training Committee, Joint Labor Management Committee, and the Supervisor/Manager Training Subcommittee.

Grant Writer Independent Contractor/Consultant

Honolulu, HI January 2013 to Present

Made appropriate referrals to Department programs and resources;

Monitored compliance with Deferred Prosecution and Court Ordered Probation cases;

Appeared in court and testified for detention, disposition, modification, certification and determinate sentence hearings;

Made decisions regarding the detention of juveniles based on Family Code criteria;

On and off-site supervision of officers, interns, and staff;

Wrote grants, implemented grant-funded programs, collected and evaluated data, and provided quality assurance for grant-funded programs;

Managed Department social media accounts;

Monitored compliance with the Compliance Resource Manual (TJJ) and Department Policy and Procedure by conducting monthly audits;

Developed and modified Department policies;

Completed employee evaluations and progressive discipline;

Supervised social work, psychology, and criminal justice interns;

Conducted training for officers, support staff, volunteers, interns, and community partners;

Coordinated all community efforts including Family Nights, Back to School events, and holiday related events to connect youth and families to resources and engage with community partners; and

Planned and executed conferences related to juvenile justice and mental health.

Grant Writer Fund Development

Various non-profit organizations
Honolulu, HI September 2011 to December 2016

Wrote, reviewed and edited proposals for grants, gifts and contracts;

Researched appropriate funding sources such as government programs and private foundations;

Collected information on existing programs to demonstrate cohesive and sustainable organization to funders;

Organized material to research and complete writing tasks;

Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content;

Referred clients to appropriate community agencies and organizations to meet needs; and

Cultivated relationships with community, business and local citizen leaders in order to bring awareness to organizations and increase new donor revenue streams.

Marketing Director of Fund Development

Case Manager Court Appointed Special Advocates (CASA)

Boise, ID

August 2005 to December 2008

Conducted assessments of various parties for child protection cases;

Reported and submitted recommendations to Family Court Judges throughout the case;

Collaborated with legal counsel to advocate for the best interests of the child;

Referred clients to community resources based on individual needs;

Worked collaboratively with Family Court, Juvenile Court, treatment providers, and Department of Health and Welfare;

Recruited, trained, and monitored volunteers and attorneys;

Planned fundraising events and secured donations;

Conducted trainings ranging from child development, cultural competence, domestic violence, and drug identification; and

Compiled data for grant and financial reports.

Education

Master of Science in Criminal Justice Administration (MSCJA)

Chaminade University of Honolulu

Honolulu, HI

December 2009

Bachelor of Science in Criminal Justice Administration

Boise State University

Boise, ID

May 2006

Associate of Arts in Communication

Boise State University

Boise, ID

May 2006

Skills

Presentation skills • Goal attainment • Key relationship management • Oral communication/presentation • Policy development • Strong written and verbal communication skills • Proposal management • Strong initiative • Leadership Experience • Proposal Writing • Fundraising • Grant Writing • Case Management • Writing Skills • Budgeting • Strategic Planning • Management • Proofreading • Application Development • Social Work • Employee Evaluation • Team Management