

Wendy S. Botelho-Cortez

GOV. MSG. NO. 670

RESUME

EDUCATION:

- November 2016 **Home Study Activity Director Course**
Rowlett and Laker Inc.
Fort Wayne, Indianapolis
- December 2016 **Sweet Water Medical School**
CNA, Certified Nurses Assistance Course
Certificate
June 2017 State License, CNA
- December 1992 **University of Hawaii at Hilo**
BA Sociology
- May 1993 **Hawaii Community College**
Honors - AS Administration of Justice
- June 1987 **Hilo High School**
Diploma

EMPLOYMENT RECORD:

April 15, 2018 – Present
Island of Hawaii YMCA
Chief Executive Officer
300 W. Lanikaula Street - Hilo, Hawaii 96720

Maintained and operate programs, projects, facility. Manage 30 employees for all programs, projects. Works with Program Supervisors of the Family Visitation Center, Fitness Center, Kokua Health Program, Aquatics Program, Service Organization and Board of Directors. Active in community outreach. Hire, train, and maintain employees. Coordinate space development, create and implement programs for health and fitness, youth programs (CARES Act – New Horizons Day Camp, Connectivity). Explore and apply for funding opportunities from private and government sources. Fundraising opportunities. Work with and coordinate with Judiciary, and local and state agencies job training programs. Maintain operations of the facility (including certified kitchen rental facility) and the Family Visitation Centers in Hilo and Waimea. Maintain policies and procedures for the YMCA. Community advocate. Supervise and train Family Visitation Center Employees. Reports to the Board of Directors as directed. Create relationships with supporting organizations, local government, and businesses.

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July, 18, 2016 – April 2018

Hilo Legacy Rehabilitation and Nursing Center

Activities Director

563 Kaumana Drive Hilo, Hawaii 96720

Activities Director for the 100-bed nursing home facility, to Skilled Nursing and Rehabilitation residents. Planned and provided activities and events for the residents and their families. Supervised and managed up to 10 staff and over 45 volunteers in the facility. Created and implemented policies and procedures, created job positions in the activities department, completed all resident's activity schedule and employee work schedules. Assessed and implemented residents care plans, attended MDT meetings, planned and collaborated with the medical Director, Director of Nursing and Rehab and Therapy Directors. Designed and created this activity program according to state and federal guidelines to meet the state and federal license requirements, last survey conducted in September 2017 with no tags in Activity Department.

January 2016 – October 2018

BJ's Day Care

Day Care Assistant

78 Akala Road Hilo, Hawaii 96720

As Day Care Assistant, assisted the children from ages 2 months to 3 years old with feeding, supervision, diaper changing. Supervised children in playground. Planned and coordinated schedule for the children. Revised policies and procedures, application process and waivers.

August 2015 – December 2015

Hawaii Community College

Human Services Lecturer

Human Services Department

Manono Street Campus Hilo, Hawaii 96720

Lectured students in the area of Human Services, completed all documents needed for the course, provided weekly community excursions. Completed all required documents and grades for the course. Also did substitute teaching in the area of Administration of Justice, and higher-level Human Services Courses.

January 2015 – June 2015

State of Hawaii, Judiciary Branch, Third Circuit Court, Adult Probation Division,

Adult Probation Officer

Kilauea Avenue, Kekaulike Building, Hilo, HI 96720

Completed court reports as required. Met with and interviewed felon probationers as required by the Circuit Court. Followed all court orders ordered in sentencing hearings. Provided updated reports as needed to attorneys and the judge. Coordinated and participated in assessment meetings to plan the defendant's responses to probation. Completed all drug testing and referrals as required.

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April 11, 2011 – December 2014

Governor Neil Abercrombie, Executive Chambers
East Hawaii Governor's Representative Office
East Hawaii Representative to the Governor
75 Aupuni Street, Suite A-103, Hilo, Hawaii 96720

Supervised the Constituents Services Representative (CSR) and volunteers. Maintained personnel evaluations and office procedures. Assisted community members who made contact inquiring about problematic situations. Made referrals to various private and government agencies as needed. Assisted with State Identification Cards, including problematic situations. Provided weekly reports on GR's happenings/events. Assisted in writing drafts for Governor's Messages and Proclamations. Drafted letters to constituents who inquired on issues for East Hawaii for Governor's signature. Appeared at special events for Governor as requested by community members. Acted as a bridge of information for person's calling and inquiring about the New Day Plan. Updated the bulletin board in the Hilo State Building of instant happenings/events/issues in a very timely manner. Attended community meetings representing Governor and reporting back the events happening in the community. Maintained contact with Mayor, County Council Representatives, State Senators for the East Hawaii District. Worked collaboratively with each area to attempt to solve issues as they arise for a particular district.

December 2004 – April 10, 2011

State Of Hawaii, Department of Health, Community Services for the
Developmentally Disabled
Social Worker III
88 Kanoelehua Avenue Suite B-102, Hilo, Hawaii

Provided case management services to persons and families of developmentally disabled and mentally retarded individuals. Made referrals to community resources, doctors, psychologists and programs. Provided case specific individual needs, assessed situations and persons for the Medicaid Waiver program, completed targeted case management services, care home supervision, completed PICL referrals, completed ICAP's and created and updated Individual Service Plans as needed. Assisted DD/MR persons to apply for waiver and Medicaid.

October 19, 1999 – November 2004

State of Hawaii, Department of Human Services, Social Services, East-Hawaii
Child Welfare Services, Unit 1,
Social Worker IV
75 Aupuni Street Suite 112, Hilo, Hawaii

Provided case management services to children and their families who have been accepted for services due to confirmed abuse and neglect and have further identified to have significant psychosocial problems that need to be addressed. Assessed the child's family's social, psychological and medical information; other relevant facts in order to develop a service plan for treatment aimed at effecting changes within the family to deal more effectively with the problems hindering their social and personal adjustments. Developed and

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implemented a service plan for treatment of the child and family to bring about desired improvements in parental functioning and childcare. Evaluated the need for supportive services in order to meet service plan goals and objectives; authorized payment for approved services such as foster care services and psychological evaluations of clients. Monitored the child and family's progress in order to evaluate the effectiveness of the initial service plan. Initiated adjustments or amendments to the service plan and services provided as required. Determined the need for removing a child from their family for the child's safety and placing them in foster care. When placement is necessary, situates a child in accordance with established departmental procedures. Initiated court petitions and motions to the family court to recommend appropriate legal status, for example, a petition to place a child in temporary foster custody of the State of Hawaii or plan a service plan for services to ensure the child's protection and best interests. Testified in court hearings and submits progress reports and services plans as mandated in court proceedings. Followed established branch and division procedures pertaining to court participation or activities. Conferred with other public and private professionals such as physicians, psychiatrists, psychologists, and school counselors, hospital social workers in order to provide and receive information about the child or family relevant to making fully informed decisions in the best interest of the child. Completed case records and other documentation requirements.

March 1998 to – October 18, 1999

State of Hawaii, Department of Public Safety, Hawaii Community Correctional Center

Correctional Counselor (Social Worker III)

60 Punahele Street, Hilo, Hawaii

Responsible for the implementation and coordination of counseling and correctional services programs at the facility through branch division or in community resources. Conducted and reviewed personal background studies of inmates to identify factors, which may be contributing to criminal behavior or social maladjustment in order to place inmates in appropriate programs. Arraigned educational and vocational testing and treatment. Placed and counseled inmates individually or in groups. Maintained liaison with inmates' families, Intake Service Center, community resources, the courts and other agencies. Monitored inmate behavior to evaluate facility and program suitability. Maintained case records, prepare inmate individual evaluation summaries for Hawaii Paroling Authority, also prepared reports as required for Corrections Division usage or private and public agencies involved in inmate programs. Also completed RAD applications and evaluations for classification status and worked on prison placement for convicted felons.

June 1997 to – March 1999

Child Care for Kay Shintani

Primary Caregiver

[REDACTED]

As primary caregiver for Kris Hara, (Kay Shintani's daughter), I worked with Kris on a 24-hour basis. Kris resided with my family and myself. I did primary care for her. Tasks would include oral care, bathing, feeding and everyday activities. Kris had a hereditary chromosome disorder and was in the wheelchair with minimal walking and eating skills. Kris also needed constant supervision as she had a seizure disorder. I also gave medication as ordered by the doctor. I also worked with Kris on a variety of motor skill activities.

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June 1993 – March 1998

**State of Hawaii Department of Public Safety, Hawaii Intake Service Center
Social Worker III**

301 Keawe Street, Hilo, Hawaii

Provided diagnostic, assessment, evaluation and referral services on an independent and/or team basis. Interviewed, assessed and evaluated offenders; consulted and coordinated with Community Correctional Center personnel, mental health team, physicians and others to meet health, emotional and related requirements and evaluate information. Developed and recommended the most appropriate treatment or disposition plans for the offender to the judicial officers for court disposition actions. Conducted intake and follow up interviews, and provided direct social services with offenders' families, parents, and other significant individuals. Provided counseling and supervision services, verification of legal documents and other information collected at interviews. Supervised 200+ defendants on Supervised Release. Made sure everyone did what the Judge required. Did all necessary paperwork to include revocation, and progress report letters to the Prosecutors, Public Defenders and to the Judges. Counseled Individuals in obtaining employment and drug treatment. Helped with emergency and crisis situations as they occurred. (Average 4-5 incidents per week). Each situation was handled on an individual basis with consideration of the defendant's criminal and drug history. Also worked with the community service restitution program. Interviewed individuals who were sentenced to do community service; placed each person at an agency in the community to meet that person's needs. Note: From June 23, 1993 to September 28, 1993 was Social Worker III, Emergency Hire; from September 28, 1993 to November 16, 1994, Social Worker II, permanent, from November 16, 1994 to March 2, 1998, Social Worker III, permanent (duties remained the same, however the amount of work increased).

December 1, 1992 – June 23, 1993

**East Hawaii Coalition for the Homeless
Case Manager**

115 Kapiolani Street, Hilo, Hawaii

As Case Manager, made referrals to other community-based organizations; did assessments, interviews, held meetings with individual clients, group meetings, case load of 35 to 40 individuals; applied for money for clients, taught life skills and parenting classes; wrote letters to other agencies; assisted clients in filling out applications; made housing contacts, and found housing for homeless individuals and families. Filled out all necessary forms and kept case notes on each individual; kept statistics on services, completed service plans, weekly goals, budgeting. Grant writing and crisis intervention as needed. On call for crisis situations after work hours.

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PROFESSIONAL ORGANIZATIONS AND AWARDS:

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| January 2014 to present | Hawaii Island Women's Leadership Forum Committee |
| June 2012 to present | Zonta Hawaii Island Chapter, International |
| March 2012 | Kamehameha High School Review Committee, Big Island |
| March 2012 | Mayor's Committee for Disabled Persons, Member |
| June 2012 | Democratic Party, Active Member, State Delegate |
| July 2012 - 2014 | Hawaii Island Chamber of Commerce, Member |
| May 2009 - June 2011 | Hilo High Football Parent Organizer |
| January 2010 - June 2013 | Malia Puka O Kalani Catholic Church Director of Religious Education |
| 2008 - 2011 | Parent Volunteer for Kamehameha Athletics Cheer Squad |
| 2000- 2008 | AYSO Volunteer Coach and Assistant Coach |
| 2008 | Organized Neighborhood Watch Program on Pulima Drive |
| 2000 - 2006 | Certified Foster Parent for State of Hawaii, Department of Human Services |
| 1998 - present | Native Sons and Daughters of Hawaii 2000 Secretary 2001 Secretary 2002 Supreme Council President |
| 1997 - 2000 | YMI Ladies Auxiliary 1999 Executive Financial Committee Chairperson |
| 1997 - 2000 | American Lung Association Advisory Council |
| 1996 | Certified in Bering Diagnostics ETS Plus Drug Testing |
| 1995 - 2000 | Big Island Portuguese Cultural Club |
| 1990 Award | United States Achievement Academy, National Collegiate Winner in Student Government |
| 1998 | University of Hawaii at Hilo, Student Government Secretary |
| 1998 | University of Hawaii at Hilo, Student Government Senator |

1987

Correspondence Course: Correctional Officer (AJ 29)
Laurel Lakes Court, Laurel, Maryland

SPECIAL SKILLS

Report writing, Crisis intervention, letter writing, planning activities for family interaction and peer group setting; knowledge of community-based agencies; counseling skills, career counseling and development; Hawaiian culture and awareness (12 credits @ UHH), Hawaiian arts and crafts, jewelry making. Able to work with difficult co-workers, clientele, to include elderly and mentally ill, able to defuse hot and heated situations.

References available upon request.