

**BERNADETTE LANE**



- EDUCATION:**
- 1978-1980 Master of Social Work, Boston University, Boston, MA.
  - 1976-1977 Postgraduate study in Psychology, Social Work and Public Health, University of Hawaii, Honolulu, HI.
  - 1976 Bachelor of Arts in Psychology, University of Hawaii, Honolulu, HI.

**EXPERIENCE:**

- 1979-1980 Family Service Association of Greater Boston - second year field placement. Recipient of National Institute of Mental Health grant in Family Life Education. Developed Family Life Education curriculum for preschoolers and mothers identified as abusive to their children. Experienced in individual and group counseling which included leading several FLE groups.
- 1978-1979 Traveler's Aid Society of Boston - first year field placement. Experience in crisis intervention and short-term therapy. Counseled wide range of individuals in need of the basics of life such as food, clothing and shelter.
- 1/77-7/77 Koko Head Mental Health Clinic - volunteer. Companion to adolescents who were seen to have ranges of emotional difficulties.

**EMPLOYMENT:**

- 1/10-present **Department of Human Services, Child Welfare Services  
Honolulu, Hawaii**  
**Social Worker V - Assistant Program Administrator**  
Develop programs for Child Welfare Services statewide. Ensure programs, policies and procedures are in compliance with federal and state laws. Revise state laws to maintain compliance with federal laws. Develop Program Improvement Plans. Develop and revise policies and procedures. Train staff on policies and procedures, laws and any revisions to policies and procedures and laws. Train providers and interested community on CWS and its policies, procedures and Hawaii child welfare laws. Currently the lead for the development of a major federal waiver program.

Interstate Compact assistant administrator for private adoptions and private residential placements. TA for Administrator.

- 10/05 - 12/09 **Department of Human Services, Child Welfare Services  
Honolulu, Hawaii**  
**Social Worker V- CAPS Supervisor**  
Plans, directs, coordinates and review the work of employees. Conduct employee evaluation performance, recruit and interview for vacant positions, provide on the job training, supervise 15 staff, develop new unit procedures. Perform employee tasks when employees are not available.
- 3/04-7/05 **Child and Family Service –Child Welfare Services  
Administrator**  
Developed, implemented, and monitored program goals, objectives, and outcomes including monitoring the quality and quantity of services and compliance with contract, accreditation, and regulatory requirements.  
Developed, implemented, and monitored budgets, revenue, and expenses for the programs. Addressed, identified, problem areas and developed solutions. Developed new programs and assisted with program expansion through obtaining funding and enhancing programs. Assured that a safe environment was maintained.
- 8/01-4/03 **Arc In Hawaii – Director of Community Based Services and Supports**  
Responsible for the operations of 4 day services programs at Diamond Head, Kailua, Pearl City and Wahiawa. Also responsible for the operations of 4 group homes on Kauai. This is a total of about 160 clients and about 90 staff. Involved in all aspects of these programs and in the administrative duties of these programs.
- 1990-  
8/01 **HMSA - Sr. Case Management Coordinator.** Coordinate alternative health services for members for all lines of business. Marketed the program to internal departments as well as outside of HMSA on Oahu and Maui. Developed case management Policies and Procedures for QUEST program. Substituted for supervisor. Interviewed prospective applicants for case manager positions.
- 1986-1990 **Adult Probation Division, Judiciary –** Case management of 160-190 cases or more, refer defendants placed on probation to

appropriate services, supervise their compliance to the court order. Write violation reports to the court, write affidavits, general supervision and counseling. Conduct urinalysis and do warrantless searches. Supervise and counsel criminally mentally ill.

1982-1986 **South Foster Care Unit, DSSH** - Provide casework counseling to children and their families, place children into foster care. Engage in child protective services and conduct abuse and neglect investigations. Write extensive service plans, submit court reports, home studies, plan and supervise the care for special needs children. Conduct initial assessments of special licensed foster homes.

1981-1982 **Foster Homefinding Unit, DSSH** - Responsible for the recruitment, study and licensing of foster homes, emergency shelter homes, and work or wage homes. Also responsible for intake and the matching of home to the child and annual re-licensing of the established homes and meeting with foster parents to work out their concerns and acting as their advocate.

4/81-8/81 **Social Services Intake Unit, DSSH** - Provide short-term casework counseling to clients requesting a variety of social services. Approve and recommend clients for social services within thirty-day time limit and provide support and assessment of clients' situations. Provide adult protective services of abuse and /or neglect.

1/81-4/81 **Rural Oahu Family Planning Project, DOH** - Provide direct casework counseling to individuals in relation to pregnancy, abortion, birth control methods, female disorders and general female health. Conducted health education classes and did some outreach to schoolchildren. Responsible for clinic's social work program and functioned independently of direct supervision.