

**WORK**

**EXPERIENCE**

2004 – Present                      **Catholic Charities Hawai'i**                      Honolulu, HI

*Division Administrator, Housing Assistance & Referral Programs (HARP)*

*Formerly Director of Intake, Information and Referral (IIR)*

The HARP Division Administrator serves as a member of the Senior Management Team as well as oversees the Intake Unit, housing placement and homelessness prevention services, veteran housing, and financial assistance programs. Responsibilities include:

- Provide supervision of both paid and volunteer staff, through case review, program planning, and management.
- Develop policies, procedures and protocols, as needed, to carry out the activities of the agency and division.
- Secure federal, state, county and private grants and contracts to support the agency and division, primarily for housing related services, employment, and financial assistance grants.
- Prepare statistical and narrative reports and unit evaluations. Conduct quality assurance reviews of program files for the division and for accreditation compliance of the agency. Serve on the agency Quality Assurance and Risk Management committees.
- Develop program, division, and agency budgets for adoption by the senior management team and Board of Director approval.
- Participate in local community, Diocese, and state planning efforts to enhance the coordination of service delivery between organizations, community/government agencies, and coalitions serving the homeless or persons at-risk of homelessness.
- Solicit and coordinate material donations for programs and clients.
- Serve as the representative to the Hawaii State Voluntary Organizations Active in Disasters.

1995 - 2004                      **Winners at Work**                      Honolulu, HI

*Vice President and Director of Employment & Community Programs – February 2003 to February 2004*

In addition to the duties of the Acting Director of Program Services, described below, the following responsibilities were met:

- Acted as the primary writer on a contract to provide Medicaid Waiver Services through the Department of Health's Developmental Disabilities Division with the oversight of the Department of Human Services.
- Provided staff support for a newly created Program Committee, which reported to the Board of Trustees.
- Represented the agency at community and provider meetings.
- Participated in coordination of fundraising efforts.

***Acting Director of Program Services – October 2001 to February 2003***

In addition to the duties of the Assistant Director of Program Services, the following responsibilities were met:

- Acted as the primary writer on proposals for State and local foundation grants and received funding for 100% including two Department of Human Services grants and one Department of Labor & Industrial Relations grant as well as five local foundation grants and assisted in writing federal grants
- Directed Fee for Service intake including marketing and billing.
- Generated payroll information and assisted in human resource record keeping.
- Provided monthly reports to the Board of Trustees.

***Assistant Director of Program Services – July 2001 to September 2001***

- Provided direct supervision and service coordination for the organization's five primary programs and all local grants.
- Identified, collaborated on, and executed new projects to provide the dignity of meaningful work and improved quality of life for citizens with developmental and physical challenges.
- Ensured that goals and objectives and the timely completion of accountability reports for all programs were met.
- Ensured compliance with contract standards and grant provisions.
- Hired, trained, supervised, and evaluated program staff. Approved staff schedules, and ensured accountability and timely completion of responsibilities with the input and assistance of Program Managers.
- Conducted internal staff training and external training for the community-at-large.
- Represented the organization to increase public awareness of Winners' mission.

***Program Coordinator – January 1999 to July 2001***

***Employment Consultant – April 1998 to January 1999***

***Employment Specialist – September 1995 to April 1998***

**OTHER  
RELAVENT  
EXPERIENCE**

1987-1993                      **UH-Manoa KOKUA Program**                      Honolulu, HI  
*Educational Specialist I – 1992 to 1993*  
*Office Assistant, Student Hire – 1987 to 1992*

**EDUCATION**

University of Hawai'i at Manoa                      Honolulu, HI  
**Master of Public Administration**

University of Hawai'i at Manoa                      Honolulu, HI  
**Bachelor of Arts – English**

Volunteer Resource Center of Hawaii  
**Certificate in Volunteer Management**

**Pacific Century Fellows, Class of 2010**

**VOLUNTEER  
WORK**

Sept. 2014-Present      **Hawaii Housing Finance Development Corporation**  
*Interim Board Member*

Nov. 2012-Present      **Catholic Charities Housing Development Corporation**  
*Board Member*

2011-Present                      **Hawai'i State Department of Human Services**  
*Council Member*                      **Financial Assistance Advisory Council**

- Render advice and information to the department on matters relating to financial assistance programs.

1997-2011                              **Hawai'i Parkinson Association**  
*Board Member*

- "Breaking the Barriers 5K Run/Walk" 1996 Chairperson
- Keiki Area Co-chairperson for Carol Kai Charities' 2001 "Hawaii Home Grown Products and GARlic Festival"

1993-1997 & 2006-Present              **Project Dana, Interfaith Care Giving**

- Provided respite care, shopping and transportation assistance to frail-elderly individuals
- Received specialized training on working with the elderly

September 2008                      **Asia Pacific Volunteer Leadership Conference**  
*Disaster Readiness and Recovery Stream Coordinator*

- Coordinate international presentations on disaster readiness and recovery
- Recruit and host speakers
- Recruit vendors and coordinate resource fair