

# Lisa Anne Darcy

## PROFESSIONAL EXPERIENCE

11/15 – Present, CONSULTANT, *Ho`omoana*

Kahului, HI

6/10 – 11/15 EXECUTIVE DIRECTOR, *Ho`omoana* [www.hoomoanafoundation.org](http://www.hoomoanafoundation.org) Kahului, HI

- Restructured existing non-profit, private operating foundation to deliver direct & indirect services to homeless community applicants with addiction and mental health needs while managing an annual budget of \$150K.
- Secured, organized and developed office location and operating structure including web site development and all materials for distribution.
- Oversaw distribution of grants and funds to local agencies.
- Initiated panels with 60+ local community programs to provide awareness and information.
- As only staff person, determined grant amounts & provide hands on, 1:1 job coaching for applicants.
- Created & organized Kuleana Connections: 75 individuals and agencies who advocate for stronger mental health needs County and State-wide. Organized first ever public sign-waving.

12/09 - 6/10 SALES COORDINATOR, *Bamboo Living, Inc.*

Paia, HI

- Read, responded, redirected 30 walk-in's weekly, calls/email inquiries daily, providing excellent customer service five staff, while tracking weekly progress and providing support for closing sales.

12/08 - 1/09 FINE ART AGENT, *The Curtis Wilson Cost Gallery*

Kula, HI

- Initiated and maintained excellent customer assistance. Exceeded job requirements by providing the highest quality care for each purchase which included phone calls, hand written correspondence, and price negotiations.

5/07- 12/08 PSR COORDINATOR, *Kahi Holomua, Mental Health Kokua, Inc.*

Wailuku, HI

- In a non-profit setting, restructured program which increased attendance by 20% where by reducing expenditures by 20%.
- Prepared monthly, quarterly, and annual management reports.
- Facilitated daily groups for 15-25 adults based upon the IMR psychosocial rehabilitation treatment.
- Developed and implemented "Get Fit" with financial support from the Maui Board of USTA.

2/07 - 5/07 OFFICE MANAGER, *Aloha House, Inc.*

Wailuku, HI

- A temporary position initiated by a new federal contract: developed & set up initial office procedures for new contract employees by creating forms & daily/weekly structures in a non-profit setting.
- Organized systems for billings & acted as liaison between managers and staff.

12/03 - 1/07 CLUBHOUSE & PSR COORDINATOR, *State of Hawaii, DOH, Wailuku Community Mental Health Center, Hale o Lanakila Clubhouse*

Wailuku, HI

Revitalized and doubled the attendance of the program:

- Advocated, wrote & received a \$30,000 grant for Transportation from the Maui County Council.
- Submitted 501 C-3 paperwork to create Lanakila Club, a non-profit arm of the program.
- Hawaii Clubhouse Coalition Employment Chairperson.
- Standardized programmatic systems statewide which integrated State and Clubhouse Standards.

- 6/00-6/03 EXECUTIVE ASSISTANT TO THE CHAIRMAN, Vice Chairman & Chief Financial Officer,  
*W. P. Carey & Co. LLC* New York, NY
- For the Chairman of an Investment Banking Company publicly traded on the NYSE:
- Coordinated the operations of the office, two homes, and extensive international travel.
  - Directly supervised the Chairman's staff of four.
  - Maintained and reconciled professional and personal calendars.
- 12/95-1/00 ACTING DIRECTOR OF EMPLOYMENT, *Fountain House* New York, NY
- In a Clubhouse model rehabilitation program 11/98 – 1/00:
- Managed & maintained employment system: 44 companies & 164 job sites; supervised 60 program staff.
  - Intensively trained monthly international colleagues (12-15 per group).
  - Case managed 10-25 clients providing team support for all aspects of their rehabilitation.
- Program Staff 12/95 – 11/98
- Facilitated Weekly Employment Dinner discussion for >75 colleagues.
- 8/94-11/95 TRANSITIONAL EMPLOYMENT COORDINATOR, *Threshold* Durham, NC
- Developed and expanded employment program from 12 to 17 jobs for local psycho-social program.
- 11/92-8/94 UNIT ADVOCATE, *Green Door* Washington, DC
- Documented for Medicaid and organized and prepared clients to testify in Federal Courts for a free standing non-profit psychosocial program.
- 5/88-11/92 HABILITATION COUNSELOR/VOLUNTEER COORDINATOR, University of Medicine and  
Dentistry of NJ, *The CLUB* New Brunswick, NJ
- Supervised and expanded Volunteer Program from 7 to 40 Rutgers University students.
  - Educated community: presented at High Schools & Rutgers University on Mental Illness & HIV.
  - Evaluated crisis phone calls while covering overnight shifts for a 24hr crisis facility.

#### INTERNATIONAL & NATIONAL PRESENTATIONS/AWARDS/COMMITTEES

- 2015 Hawaii Public Housing Authority Board Member representing Maui County
- 2015- current Haiku Community Association Board Member
- 2010- present - Maui Homeless Alliance Membership Chair, Housing Chair 2014, and Advocacy co-chair 2014, Emcee/coordinator/facilitator for both public community forums. Point in Time Upcountry Team Leader.
- 2011 Board Member, Mental Health America – Maui County
- 2009 Maui USTA Community Service Award for individuals with disabilities.
- Plenary Chairperson & Presenter on Employment for the 10<sup>th</sup> International Clubhouse Seminar in Toronto, Canada for 1000 participants.
- Facilitated three panel discussions at the 9<sup>th</sup> International Seminar in Goteborg, Sweden.
- Chairperson for the 1998 Annual Northeast Clubhouse Conference on Employment.
- Published numerous articles on mental health and the community.

EDUCATION Rutgers University, Douglass College, [REDACTED]. BA Psychology & Sociology.  
Computer proficiency in Microsoft Word, Excel, and Internet applications.  
Rudimentary Spanish and American Sign Language.