

House District 14,15,16

Senate District 7

THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 51-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): DEPT OF HUMAN SERVICES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Kauai Economic Opportunity, Incorporated

Dbn:

Street Address: **2804 Wehe Road, Lihue, HI 96766**

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LYNN KUA

Title Administrative Officer

Phone # 808-245-4077 ext. 225

Fax # 808-245-7476

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**EMPLOYMENT & JOB TRAINING PROGRAM
FOR LOW-INCOME PERSONS ON KAUAI**

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013: \$ 128,276

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

MABEL FUJIUCHI – CHIEF EXECUTIVE OFFICER.
NAME & TITLE

1/26/12
DATE SIGNED

COPY

Application for Grants and Subsidies

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background;

Kauai Economic Opportunity, Incorporated (KEO) is a private, non-profit agency incorporated on March 16, 1965. The agency began as a local community action program created after the passage of the 1964 Economic Opportunity Act by the U.S. Congress. KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services. The agency serves as a catalyst in encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and to mobilize resources to impact on poverty.

Over the past 46 years, KEO has generated and fiscally administered millions of Federal, State, County and Private Funds. KEO has operated at a reduced overhead and has been able to accomplish tasks that have been difficult for government agencies. KEO is very creative in resource management, cost conscious and maintains a high level of funds accountability including stringent reporting requirements, contracting annual external audits and audits by the State of Hawaii.

2. The goals and objectives related to the request;

KEO proposes to administer an Employment & Training Program for low-income residents of the Kauai County that will improve their ability to obtain and maintain employment. The target population includes unemployed and underemployed persons whose household income is at or below 150% of the Federal Poverty Guidelines. The goal of the program is to alleviate the conditions of poverty by assisting low-income persons to become self-reliant and self-sufficient through progressive employment development.

A comprehensive service delivery system has been established that will move the participants through barrier identification, career/employment goal setting, skills development, job acquisition and job retention after a thorough formal assessment has been conducted. An Individual Service Plan (ISP) will be created to ensure that each participant has access to a variety of resources and a full spectrum of services in order to successfully progress towards gaining and maintaining employment. A Life Skills Workshop focused on employment preparation and job development is just one of the free services provided to participants. In addition, each participant will receive one-on-

one case management for a year, or more if needed, to provide job referral, placement and follow-up job support.

3. State the public purpose and need to be served;

According to the 2010 U.S. Census, of the 67,091 people who live in the county of Kauai, 12% or 8,012 of the residents live below poverty—the target population. Low-income persons and welfare recipients cannot solely rely on indefinite public assistance and the need to obtain employment is crucial. However, many have multiple barriers and lack experience and skills needed to obtain and maintain employment. At the same time, others may be underemployed and unaware of the resources available or knowledge to plan and progress towards self-sufficiency. Consequently, KEO has designed an employment program to provide comprehensive services to all low-income persons in need within all geographic residential areas, including an outreach plan for contacting target groups (See Attachment F: Outreach Plan). In addition, we will emphasize the collaboration with KEO's Homeless and Housing Program.

4. Describe the target population to be served; an

According to Hawaii Workforce Infonet, there were 7,064 potential candidates in the workforce system looking for work in Kauai County on January 26, 2012 but there were only 652 job openings.

The target population includes unemployed and underemployed persons whose household income is at or below 150% of the Federal Poverty Guidelines. Many of these individuals may have one or more barriers towards employment which makes it critical for them to be assisted with this program to compete for the limited number of jobs available

5. Describe the geographic coverage.

The **geographic service area** includes the entire County of Kauai.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

Outreach, Intake, Assessment and Individual Service Plan

a. Outcome

Kauai Economic Opportunity, Inc. will provide employment services to qualified, low-income individuals, on the entire island of Kauai. Qualified individuals must be unemployed or underemployed whose family income fall at or below 150% of the Federal Poverty Guidelines. According to the U.S. Department of Census Bureau, of the 67,091 people who live in the county of Kauai, 12 % of the residents live below poverty, or just over 8,050 individuals—the target population. Low-income persons and welfare recipients cannot solely rely on indefinite public assistance and the need to obtain employment is crucial. However, many have multiple barriers and lack experience and skills needed to obtain and maintain employment. At the same time, others may be underemployed and unaware of the resources available or knowledge to plan and progress towards self-sufficiency. Consequently, KEO has designed an employment program to provide comprehensive services to all low-income persons in need within all geographic residential areas, including an outreach plan for contacting target groups. In addition, we will emphasize the collaboration with KEO's Homeless and Housing Program.

The Mana'olana Homeless Emergency Shelter and Transitional Housing is located next door to the administrative office in Lihue. The Emergency Shelter can accommodate up to 19 individuals each night (includes single and family units) for up to six (6) weeks or forty-two (42) nights a year. The Transitional Housing units house twenty-one (21) individuals—mostly single parent households for a period of twenty-four (24) months. While in the shelter, the Employment & Job Training and Housing staff will work in collaboration to assess the needs of each individual and create Individual Service Plans. Some of the services will include referrals to outside agencies and resources, education and other support services. A training and resource center within the complex can be used to meet with individuals, conduct the Life Skills Workshop and hold other trainings.

b. Services

Individuals seeking assistance from KEO must first go through the Central Intake process. At this time, the participant is interviewed to document the individuals' identification, family size and background, source and amount of income, employment and educational history, and an assessment of their needs are determined for appropriate referrals to specific programs. KEO utilizes the Shah Client Tracking Software to complete an intake and the Intake Worker provides full assistance in completing any other forms required for services.

Appropriate referrals to other KEO programs are made by the Intake Worker. KEO provides free services such as meals for the elderly and homeless, clothing, counseling, mediation, housing assistance and emergency financial assistance are available in addition to the services of the Employment & Job Training Program. KEO also provides financial assistance for abused children, medically frail adults and manages group homes for the disabled.

Once an individual is referred to the Employment & Job Training Program the staff verifies income eligibility, an orientation informing the client of the services of the program will be conducted. A Mutual Agreement form noting the responsibilities of the staff and expectations of the client will be signed, and a formal assessment will then be conducted.

KEO Employment Services staff will use HireNet Hawaii, a virtual One-Stop Employment Center made available by the Hawaii Department of Labor and Industrial Relations and its One-Stop Partners, at no cost to a job seeking individual to complete an assessment. Some of the services for individuals include: Career Services, Job Seeker Services, Education Services, Financial Services, and more. On HireNet Hawaii, participants will complete the Career Exploration section that will determine the participant's skills, interests, work values, and be able to match those with an occupation. The online system will give experienced users hands-on experience, or for non-users, an opportunity to be introduced to the computer. In addition to the HireNet Hawaii assessment, staff will use forms to identify any barriers or health issues impeding employment and family stability.

Assessments to be completed on HireNet Hawaii:

Resume - will be created in the Resume Builder to not only determine the participant's employability through job experiences, education, specialized or military training but be used to apply for jobs.

Skills - will help to determine appropriate jobs, careers, and fields of work for the participant, also, to aid in choosing a job, setting goals and incorporating those into the Individual Service Plan.

Interest - provides a different perspective for the participant to consider when choosing a career. This test will enable the participant to look at areas of interests specific to each and recognize how those interests can play an important role in maintaining a job.

Work Values - will serve as a recognition tool—participants will be able to determine the things that are important and would make a job ideal. The completed list, sorted by the individual's preference, will be used as a reminder during the job retention phase.

c. Minimum Requirements

- Verification of Income Eligibility – Upon receipt of the referral signed/verified by the Administrative Officer, the program staff verifies income eligibility of the client based on the signed declaration of income recorded in the Central File with accompanying income verification. This verification of income enables the staff

to determine if the client's household income is at or below the 150 per cent of the applicable Federal Poverty Guidelines for Hawaii.

- Formal Client Assessment:

Personal Needs Assessment - will identify the individual's needs or barriers surrounding shelter, employment, transportation, and family or financial issues. If deemed, the staff will make appropriate referrals within the agency or to external sources, to address any needs and begin the process to decrease and eliminate any barriers.

General Health Assessment - will determine any existing health problems that may limit a person's ability to work in certain environments and/or types of jobs.

Personality Test - will serve to inform or confirm the participant's personality that also plays an important role in the type of job one chooses.

Work Values Assessment – will identify the individual's job interest that is ideal for him.

During the assessment, staff will also conduct interviews with participants to:

- 1) Assist in determining job choice
- 2) Assist in developing an Individual Service Plan (ISP) that will list resources and steps to be taken for job acquisition, job support, maintenance and retention. The Individual Service Plan will be reviewed by the staff by visitation and or by calling them on the telephone. The staff will follow up participants to ensure their progress and to extend more services to them.
- 3) Determine the level of employment preparedness (from information gathered from assessment and through subjective observation by staff)

Employment Preparation/Job Development

a. Outcome

Upon completion of **Outreach, Intake, Assessment and Individual Service Plan**, the participant will enter an Employment Preparation Program (EPP) in order to be adequately prepared to seek and apply for gainful employment. As noted in the ISP and through the assessment phase, the participant will be assigned to a specific level in the EPP—also taking into consideration the appropriateness of the categorical status in the two-tiered system.

b. Services

Participants will complete an Employment Preparation Program that prepares them to enter the workforce and be successful in a formal work environment. Client is motivated to seek employment & recognizes the need for, and is motivated to progress towards, self-sufficiency. A participant has had positive previous work history & experience comparable to job choice in ISP. Client may lack direction or employment goals and the program provides Job Development activities that would help remove, ameliorate, or manage employment barriers. Among the activities (if applicable, to include, but not limited to) are:

- Create resume on HireNet Hawaii and a reference list
- Organize Personal Data & other important information into a folder
- Life Skills Workshop, Unit 3, “Making Good Career Choices”
- Life Skills Workshop, Unit 6, “Planning and Managing Time Effectively”
- Life Skills Workshop, Unit 7, “Developing a Career Plan”
- Life Skills Workshop, Unit 9, “Developing Effective Interviewing Skills”
- Life Skills Workshop, Unit 10, “Keeping a Job: Strategies that Help
- Job Search (continuous until job acquisition)

Equipped with a resume, reference list and folder containing personal information (Birth Certificate, Social Security card, detailed employment history), the participant is prepared to apply for jobs. In completing the above Life Skills Workshop units, students gain basic, elemental skills to obtain employment and function effectively in the workplace. Also, participants will be better equipped to create goals and plans, both personal and career related.

c. Minimum Requirements

Proposed Curriculum and Timeline for Employment Preparation Services (EPP) will be as follows:

Level I - One-On-One Services (10 hours) - Participants in EPP Level I will work with staff on a one-to-one basis, typically. In the event there is a group who has been identified and jointly placed in this level, the staff of Employment & Job Training Program will work out a schedule for small group sessions. Below is a list of the activities/tasks, individual units in the Life Skills Workshop and timeline clients in Level I will be completing for pre-employment preparation:

- **Create Resume, Reference List, Personal Data Folder (2.5 hours)**
- **Unit 3 Making Good Career Decisions (1.5 hours)**
Understand the career decision making process while taking into consideration the job information, values, interests, values, abilities. Choose a job based on practicality and achievability.
- **Unit 6 Planning and Managing Time Effectively (1.5 hours)**

Learn planning skills then select and describe realistic goals to accomplish tasks.
Identify appropriate steps and schedule timeline to accomplish goals

- **Unit 7 Developing a Career Plan (1.5 hours)**
Learn a strategy for selecting career goals and for identifying, planning, and scheduling steps that must be taken to achieve these goals.

- **Unit 9 Developing Effective Interviewing Skills – (1.5 hours)**
Identify, describe, and demonstrate a variety of effective verbal and non-verbal communication skills in order to prepare for a typical employment interview situation.

- **Unit 10 Keeping a Job: Strategies That Help (1.5 hours)**
Recognize specific kinds of problems that could lead to losing or leaving a job, to use a problem-solving approach to handle problems more effectively. Identify good work habits that can help avoid or minimize typical on-the-job problems.

- **Job Search - (on-going, varies)**
Conduct job search via HireNet Hawaii and other listings from local businesses, private, public and corporations, and classified advertisements.

As the workshops / activities progress and the participants become more comfortable, the program staff will become more aware of their personal barriers and can therefore assist them in understanding and working through different options to remove those barriers.

Level II - For Group Training (24 hours) - Employment Preparation Program Level II utilizes KEO's Life Skills Workshop. The workshop is based on the *Adkins Career Development Series* and is comprised of ten (10) multi-media units, each of which includes video, audio and print materials, and group and individual exercises. The curriculum teaches adults how to choose, find, get and keep a job. (See Attachment K: Life Skills Workshop brochure)

Through the Life Skills Workshop the participants will learn to:

- Identify employability problems they face
- Identify their feelings about these problems
- Learn new information they will need to solve these problems
- Translate their new insights and knowledge into effective behaviors that can be applied to their individual lives
- Identify skills and abilities, interests and work values
- Develop a plan and determine the steps needed to successfully work towards completion of a career goal
- Anticipate and recognize the problems that may occur in the process
- Fill out applications properly and interview effectively

The following is a list of the individual units in the Life Skills Workshop and timeline the clients in Level II will be completing for pre-employment preparation:

- **Unit 1 Exploring Who I Am and Where I Want to Go (Day 1)**
Identify abilities, interests, values, personal characteristics and experiences that have important implications for choosing a job and/or career.
- **Unit 2 Exploring the World of Work (Day 2)**
Learn how to obtain information about careers and educational programs.
Evaluate information about job or area of interest to make realistic career choices.
- **Unit 3 Making Good Career Decisions (Day 3)**
Understand the career decision making process while taking into consideration the job information, values, interests, values, abilities. Choose a job based on practicality and achievability.
- **Unit 4 Finding Job Information and Contacting Employers (Day 4)**
Explore a variety of sources for information on jobs and training programs. Utilize newspapers, respond to classified ads and obtain information by letter and telephone.
- **Unit 5 Using Employment Agencies and Personal Contacts (Day 4)**
Become aware of personal and professional contacts to find out about jobs and get training. Learn to use these resources effectively.
- **Unit 6 Planning and Managing Time Effectively (Day 5)**
Learn planning skills then select and describe realistic goals to accomplish tasks. Identify appropriate steps and schedule timeline to accomplish goals.
- **Unit 7 Developing a Career Plan (Day 5)**
Learn a strategy for selecting career goals and for identifying, planning, and scheduling steps that must be taken to achieve these goals.
- **Unit 8 Presenting Myself on Paper: Application Forms & Resumes (Day 6)**
Prepare and complete an employment application, computer-generated resume and cover letter.
- **Unit 9 Developing Effective Interviewing Skills (Day 7)**
Identify, describe, and demonstrate a variety of effective verbal and non-verbal communication skills in order to prepare for a typical employment interview situation.
- **Unit 10 Keeping a Job: Strategies That Help (Day 8)**
Recognize specific kinds of problems that could lead to losing or leaving a job, to use a problem-solving approach to handle problems more effectively. Identify

good work habits that can help avoid or minimize typical on-the-job problems.

Each participant of the LSW receives free Student Manuals, one (1) per unit. Units 1-10 are normally delivered to a group of students. There are eight (8), three-hour (3 hour) sessions—a total of twenty-four (24) hours. Depending on the availability and schedules of each student, classes can be twice a week or three (3) times a week—either during the day, or in the evening.

Level III For Hybrid Training (15 hours) – Employment Preparation Level III (Hybrid Training) will utilize the KEOs Life Skills Workshop, and one-on-one services assisting participants in employment preparations such as creating resumes, job search, filling applications, mock interviews, and follow-up applications. The staff shall prepare listings of actual detailed services provided, the exact amount of time spent, and must be signed by the participants. The staff will also use the Adkin’s Career Development Curriculum for employment preparations. The activities/tasks of Level II are listed below, but not limited to:

- ◆ **Create or update resume, filling applications, mock interviews and follow-ups application, personal data files (2.5 hours)**
- ◆ **Unit 3 Making Good Career Decisions (1.5 hours)**
Understand the career decision making process while taking into consideration the job information, values, interest, and abilities. Choose a job based on practicality and achievability.
- ◆ **Unit 6 Planning and Managing Time Effectively (1.5 hours)**
Learn planning skills then select and describe realistic goals to accomplish tasks. Identify appropriate steps and schedule timeline to accomplish goals.
- ◆ **Unit 7 Developing a Career Plan (1.5 hours)**
Learn a strategy for selecting career goals and for identifying, planning, and scheduling steps that must be taken to achieve these goals.
- ◆ **Unit 9 Developing Effective Interviewing Skills (1.5 hours)**
Identify, describe, and demonstrate a variety of effective verbal and non-verbal communication skills in order to prepare for a typical employment interview situation.
- ◆ **Unit 10 Keeping a job: Strategies That Help (1.5 hours)**
Recognize specific kinds of problems that could lead to losing a job, to use a problem-solving approach to handle problems more effectively. Identify good work habits that can help avoid or minimize typical on-the-job problems.
- ◆ **Job Search** Continuous job search on the Hirenet, posted job openings, and job opening information on Partner Agencies until job acquisition (5 hours).

The program proposes to implement a monetary incentive/award program to participants who successfully progress through the program. First of all, most do not recognize the need for employment preparation and activities that would help in maintaining employment. Secondly, many do not want to invest in the time because they do not realize the long term benefit. However, offering a monetary incentive upon completion would be welcomed by the participants. The program would award a participant who completes 10 hours of pre-employment preparation, fifty dollars (\$50.00), one who completes the Life Skills Workshop, or 20 hours pre-employment preparation, fifty dollars (\$50.00), and one who completes the 15 hours hybrid employment preparation, fifty dollars (\$50.00).

Job Placement

a. Outcome

As participants advance from the preparation phase, the staff will assist in job searching via HireNet Hawaii and other contacts made with public and private businesses and corporations on the island. One-on-one counseling, assistance with job applications and mock interviews are on-going activities/services available. Program staff will actively seek, maintain, and collaborate with employers and provide job referrals for a participants' job placement into a full-time or part-time (20 hours/week minimum) employment. For a participant who is already employed, twenty (20) additional hours of employment or a 50% increase in hourly wage without any decrease will be considered as achieving and completing this milestone after one (1) day of work.

b. Minimum requirements

The Employment Summary Form which includes information of the Name of Employer, Job Title, Employment Start Date, Hours/Week, and Hourly Rate will be used to document the employment outcome of the participant.

Post Employment Services include participants and staff meetings for case management purposes, updating and intervention, if needed, for employment stabilization and to deal with crises. Program staff will continue to seek and maintain collaboration with community partners and provide intra-agency assistance for any problems / barriers that may arise or increase during the early stages of employment acquisition. Case management will continue one (1) year after completion of job placement, or longer if necessary.

Job Support

a. Outcome

The participant must complete 60 days of employment from the start of the confirmed job.

b. Services

The staff will continue to provide intensive on-and-off support as needed to assist the participant in adjusting to the demands of the job, eliminating identified barriers to job stability, and arranging for external support. Program staff will seek to establish regular communication with employers to facilitate participant's adjustment and effective functioning on the job.

Newsletters containing information on upcoming events, success stories, recent LSW Graduates, tips and advice surrounding the work arena, and other important information, will be sent to all participants to maintain communication and assist participants with staying informed and to maintain a network of support while adjusting to the demands in the work arena. The staff will also send letters of congratulations and updates, or make telephone calls to provide encouragement and support during this phase. If not previously done, the staff will establish communication with employers to assist with the participant's adjustment to effectively function on the job.

Participants completing 60 days of employment will receive a monetary award of fifty (\$50.00) dollars.

c. Minimum requirements

The staff will exert effort to contact the participant at least once a month to confirm the start of the job and to offer a possible assistance. The staff will secure a copy of his/her pay stub, or will send/obtain a copy of employment verification signed by employer or representative for record purposes.

Job Maintenance

a. Outcome

The participant must complete 90 days of employment from the day he/she obtained a job.

b. Services

During this phase, all the services provided in the Job Support phase will continue and the staff will track participants' progress in the Client Contact Summary. The participant will be provided with periodic on-and-off site job support as needed to assist the individual in maintaining stability on the job. The staff will continue to assist the client in overcoming and eliminating identified barriers, including family related concerns and arrange for external support when necessary. Communication and collaboration with

employers will continue as available to maintain a working relationship and ensure that the worker is adjusting to the workplace and is meeting workplace requirements.

c. Minimum Requirements

The staff shall make a follow-up meeting, visit, or phone call at least once a month and to secure a copy of the paycheck or employment verification signed by the employer or employer representative.

Job Retention

a. Outcome

The participant has been successfully been employed 180 days from job start date.

b. Services

Program staff will continue to provide support services included in the Job Support and Job Maintenance phases through individual meetings, newsletters, and continued telephone inquiries regarding new or elevated barriers. Upon completion of participant’s employment for 180 days from the confirmed job placement date, the participant will be issued a completion of program survey and a monetary award of one hundred dollars (\$100.00).

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

The following is the projected annual timeline for accomplishing the results or outcomes of the service.

Activity Date	Program Activities & Strategies	Program Outcome
7/2012	Recruit & hire staff	Staff recruited
8/2012	Staff training	Staff trained in KEO policies & procedures. Staff trained in curriculum.
9/2012-ongoing	Recruitment and outreach campaign	Information provided to the public and target population
9/2012–ongoing	-Recruitment -Screening of clients to determine eligibility and appropriateness of program	Clients screened and 200 are determined to be eligible.
9/2012-ongoing	Enrollment	200 clients enrolled
10/2012-	Job Training	100 clients complete

ongoing		training
10/2012-ongoing	Job Search, Job Counseling, Support Services	75 clients obtain employment
2/2013-ongoing	Job Retention	70% of clients retain employment

3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

KEO has a centralized intake process that collects all data pertaining to clients. This is a one-stop process that enables a client to have access to the multiple services that the agency has to offer. There is a written documentation (**Intake Manual**) on the procedures for the Intake Worker to follow. The intake process requires client documentation which includes income and household verification, needs assessment, case notes, authorizations and other program requirements in order to determine eligibility based on the criteria in accordance with program proposal and contract. All applications are reviewed and approved by the Administrative Officer and the Fiscal department is charged to control access to central client files to ensure quality. The information is recorded both electronically and in hard copy files which are kept in secured files which are backed up on a daily basis. A copy of the backed up record is sent to a secured site off premise weekly.

KEO's internal reporting procedures require Program Directors to submit **monthly agency reports** of program progress towards performance goals and objectives due by the 8th of each month to the CEO, Administrative Officer and Planning Director. The written report includes statistical and narrative sections with information required for contract required reports and CSBG reporting requirements. The report is developed by the Program Director who works with Planning Director, Administrative Officer and Fiscal Officer for every program contract awarded to KEO. These reports are reviewed during the weekly management meetings to ensure that performance outcomes are being met. In addition, the Fiscal Officer distributes **monthly financial reports** and conducts with the CEO, a monthly financial meeting individually with Program Directors on the 2nd Friday of each month, to review program operation and financial status. This is to ensure that the program is meeting goals and outcomes; within the budget set forth in the proposal and contract; and to identify, resolve problems and make improvements as needed.

KEO will provide quarterly program progress and fiscal reports within thirty (30) calendar days after the last day of each quarter. The final report on the total contract period will be submitted within sixty (60) calendar days after the last day for the contract period.

Weekly program staff's meetings are held to monitor, assess, and evaluate service delivery. The results of the evaluation will aid in moving the program and its staff into

being more efficient and effective. In addition, the KEO Management Team meets weekly to share information on accomplishments, upcoming events within KEO and with other community agencies, to plan agency or community projects, and to network on solutions to problems or issues facing our clients and/or our community.

Private and government audits are conducted on an annual basis.

The Board of Directors are also provided monthly and quarterly agency and program contract reports as well as a **Board Financial Report**. The Board Program Evaluation Committee meeting includes a review of **monthly agency reports** and Program Directors are invited to attend on a regular basis to report significant accomplishments or how problems or concerns are being resolved. The Board Finance Committee meeting includes a review of the **Board Financial Report** by the Fiscal Officer at which time committee members request information about the balance sheet and specific budgetary concerns. KEO also complies with reporting requirements of the funding agency such as quarterly and final program reports. Reports follow standards and time frame as measure of program outcomes. Private and government audits are also conducted on a yearly basis and results are documented.

Program staff keeps records or documentations to serve as evidence of accomplishments such as Systematic Checklist for Reviewing Clients Files. This checklist serves to easily track or identify areas of problems and accomplishments like the Individual Service Plan (ISP), Service renders, Employment Summary, Contact Summary, Assessment Checklist, TANF Eligibility Checklist, Employment Preparation Program (EPP) Activities Worksheet.

The Employment and Job Training Program has internal surveys that each participant completes upon graduating from the workshop. The feedback received allows the staff to refine the content of the presentation to better address the needs of the participants. Additionally, a random client satisfaction survey is conducted quarterly to monitor and evaluate service delivery. Monthly staff meetings will ensure the proper monitoring and evaluation of each active participant's progress against their Individual Service Plan (ISP).

Individual client surveys will serve to evaluate program services and staff performances in order to improve or revise program services and/or its delivery. Surveys will also reveal each participant's current status of progress—with their job and family's stability, to assist them better in moving to the next level towards self-sufficiency. The Coordinator will issue surveys, while the director will be responsible for the evaluation and implementation for any changes made.

Guidelines established within the program ensure the proper documentation and maintenance of individual files.

4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Below are the projected performance outputs and outcomes to measure program effectiveness.

Outputs	
Number of individuals assessed for services	200
Number of individuals completed Individual Service Plans	150
Number of individuals entered Employment Preparation Program	130
Number of individuals completed Employment Preparation Program	120
Outcomes	
Number of individuals placed in permanent, unsubsidized employment	110
Number of individuals placed in part-time employment (at least 20 hours per week)	80
Number of individuals placed in full-time employment (at least 40 hours per week)	20
Number of individuals employed for 60 days	75
Number of individuals employed for 120 days	60
Number of individuals employed for 180 days	50

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Attached are the following budget forms as applicable, detailing the cost of the request

Budget Request by Source of Funds

Budget Justification: Personnel – Salaries & Wages

Budget Justification: Personnel – Payroll Taxes, Assessments & Fringe Benefits

Budget Justification: Equipment & Motor Vehicles

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$32,069	\$32,069	\$32,069	\$32,069	\$128,276

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2012-2013.

KEO has not applied to another other funding sources for this program for the fiscal year 2012-2013. We may apply if we find an appropriate funding source.

4. The applicant shall provide a listing of all state and federal tax credits that have been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

KEO has not been granted any state or federal tax credits within the past 3 years, nor have we applied for or anticipate applying for pertaining to any capital project.

IV. Experience and Capability

A. Necessary Skills

Kauai Economic Opportunity, Inc. (KEO) administered the Employment Core Services for Low-Income Persons Program (ECSLIP) from 1999 to 2009. The program staff has

conducted over one hundred thirty (130) formal assessments to income eligible individuals in order to determine one's skills and abilities, interests, personality, health and personal needs, as well as identify specific individual and family barriers. Individual or family barriers are basically most identified as lack of educational training, transportation, perseverance to work, child care, permanent housing, family support, and some basic needs that would impede their ability to work. ECSLIP staff showed sincere interest in the client by listening, conversing, and following through well with clients' wants and need. ECSLIP staff show outstanding ability to identify ways to improve productivity and efficiency, job skills, and knowledge to implement for the success of the clients. As certified instructors of the Adkins Life Skills Program Career Development Series, staff members conducted classes in a group setting and/or one-on-one. ECSLIP staff built a rapport with a variety of representatives from private businesses, corporations, unions, hotels and resorts to refer prospective employees/participants for jobs. Moreover, to assist with eliminating or decreasing barriers, ECSLIP staff worked collaboratively with over twenty community agencies, faith-based and local organizations to provide additional resources and assistance. The program was regularly invited to attend Job Fairs and Resource Fairs organized by Workwise! as well as others offered in the community by community agencies as well as private employers. The staff highly encouraged program participants to attend and complete applications at these events. Networking and connections were also developed with employers to provide information for program participants. The ECSLIP staff consisted of one (1) Program Director and one (1) Coordinator.

KEO staff are required to be proficient in the Shah Client Tracking Software. KEO is using this Tracking System as Centralized Intake Processor to collect demographic data pertaining to clients. The software is also able to track client referral and services as well as outcomes by milestones. KEO Intake is a one-stop process that enables a client to have access to the multiple services that the agency has to offer. The Shah system is also able to calculate the household percent of poverty level by entering income verification information submitted by the client.

B. ExperiencePast programs and contracts pertinent to proposed services:

Contracting Agency: Office of Community Services (OCS)

Contact Person: Laurie Hirohara

Contact Information: 830 Punchbowl Street, Room 420
Honolulu, HI 96813
808-586-8675

Contract/Program Title: CSBG-ARRA Homeless Barrier Program

Contract Period: FB 2010

Funding Amount: \$352,690

Performance Outcomes: (See Attachment D: Performance Outputs and Outcomes)

Contracting Agency: Office of Community Services (OCS)

Contact Person: Michael Hane

Contact Information: 830 Punchbowl Street, Room 420
Honolulu, HI 96813
808-586-8675Michael.Y.Hane@hawaii.gov

Contract/Program Title: Employment Core Services for Low-Income Persons

Contract Period: FB 2007 to 2009

Funding Amount: \$107,500

Performance Outcomes: (See Attachment D: Performance Outputs and Outcomes)

Contracting Agency: Office of Community Services (OCS)

Contact Person: Michael Hane

Contact Information: 830 Punchbowl Street, Room 420
Honolulu, HI 96813
808-586-8675Michael.Y.Hane@hawaii.gov

Contract/Program Title: Employment Core Services for Low-Income Persons

Contract Period: FB 2005 to 2007

Funding Amount: \$164,450

Performance Outcomes: (See Attachment D: Performance Outputs and Outcomes)

Contracting Agency: Office of Community Services (OCS)

Contact Person: Jamesner Dumlao

Contact Information: 830 Punchbowl Street, Room 420
Honolulu, HI 96813
808-586-8675jamesner.a.dumlao@hawaii.gov

Contract/Program Title: Employment Core Services for Immigrants

Contract Period: FB 2005 to 2007

Funding Amount: \$71,500

Performance Outcomes: (See Attachment D: Performance Outputs and Outcomes)

Contracting Agency: Office of Community Services (OCS)

Contact Person: Dennis Doi & Michael Hane

Contact Information: 830 Punchbowl Street, Room 420

Honolulu, HI 96813

808-586-8675

Michael.Y.Hane@hawaii.gov

Contract/Program Title: Employment Core Services for Low-Income Persons

Contract Period: FB 2004 - 2005

Funding Amount: \$81,000 each FY

Performance Outcomes: (See Attachment D: Performance Outputs and Outcomes)

Contracting Agency: Office of Community Services (OCS)

Contact Person: Ricky Oshiro

Contact Information: 830 Punchbowl Street, Room 420

Honolulu, HI 96813

808-586-8675

Contract/Program Title: Employment Core Services for Low-Income Persons

Contract Period: FY 2003-2004

Funding Amount: \$131,218

Contracting Agency: Office of Community Services (OCS)

Contact Person: Paul Pladera

Contact Information: 830 Punchbowl Street, Room 420

Honolulu, HI 96813

808-586-8675

Contract/Program Title: Employment Core Services for Immigrants

Contract Period: FB 2004-2005

Funding Amount: \$40,000 each FY

Performance Outcomes: (See Attachment D: Performance Outputs and Outcomes)

07/01/99 - 6/30/03

Office of Community Services (OCS)

Employment Core Services for Low-Income Persons

07/01/99 – 06/30/03

Office of Community Service (OCS)

Employment Core Services for Immigrants

Other programs and contracts pertinent to proposed services:

09/01/01 – present

Office of Community Services (OCS)

Horticulture Training Program

07/31/98 – 06/30/99	Department of Human Services, Benefit, Employment and Support Services Division First-To-Work Program
07/01/89 – 06/30/95	State of Hawaii, Office of Youth Employment Training Program
10/01/91 – 06/30/94	Office of Community Services Family Child Care Training Program
07/01/88 – 06/30/97	Office of Community Services Family Development for Low-Income Persons Program

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

The Employment and Job Training Program for Low-Income Persons would be held at the Kauai Economic Opportunity, Inc. administrative office centrally located at 2804 Wehe Road, Lihue, Kauai. The interior and exterior of the building is easily accessible to persons with disabilities. The building meets the Americans with Disabilities Act (ADA) requirements.

The interior office space where one-on-one meetings with the participants will be held is approximately 25 x 30 feet. 3 computers; 1 with Internet access to allow participants to complete online job applications, conduct job searches and create resumes on HireNet Hawaii. This computer will be equipped with the Shah Client Software for staff to track client progress, services, achievements and outcomes. In addition, there are two (2) conference rooms that can accommodate up to fourteen (14) students for the Life Skills Workshop.

Furthermore, the Employment and Job Training Program for Low-Income Persons will have access to Mana’olana Emergency Shelter which can accommodate more than 20 participants in the cafeteria/meeting room owned by the Kauai Economic Opportunity, Inc.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

1. Proposed Staffing

The Program's staff will include one (1) Program Director whose time budgeted to the contract will be 100%; (1) Program Coordinator allocated at 100% and Intake Worker allocated at 25% for the program budget. This will allow staff to sufficiently administer, manage, supervise, and provide the proposed services.

As a social service agency, KEO employs one (1) fulltime and one (1) halftime clerk to assist the program staff with administrative duties. The Chief Executive Officer oversees the agency's operation along with the Fiscal Officer and Administrative Officer, there are a total of 3 Directors administering approximately 20 programs. The Directors assist one another by overseeing other programs to assure for the continuity of services and activities in the event of staff illness, medical emergencies, vacancies or other situations.

2. Staff Qualifications

To assure that staff are fully qualified to engage in activities and perform the required services KEO has written job descriptions, requirement and qualifications, policies and procedures, all of which the Director and Coordinator will possess. (See: Job Descriptions).

A. Project Organization

1. Supervision and Training

The Chief Executive Officer (CEO) is responsible for the administration of the overall legal, financial and program operations of the agency. The Fiscal Officer, Administrative Officer, and all Program Directors report directly to the CEO.

The Fiscal Officer is responsible for the administration of all financial operations of the agency, providing fiscal support for all KEO programs including the supervision of the fiscal staff. All financial transactions are to be approved by the Fiscal Officer and the CEO.

The Administrative Officer supervises the human resources operation of the agency. Along with the administrative staff, the Administration Officer will provide administrative support to all KEO programs.

The Program Director supervises program staff of the Employment and Job Training Program for Low-Income Persons and the program operations. The Director reports to the Chief Executive Officer.

Under the supervision of the Program Director, the Coordinator monitors the individual's participation and progress, assisting them in overcoming barriers and enhancing employment potentials and opportunities. The Coordinator also coordinates and implements employment services for participants to help them improve their ability to obtain and maintain employment.

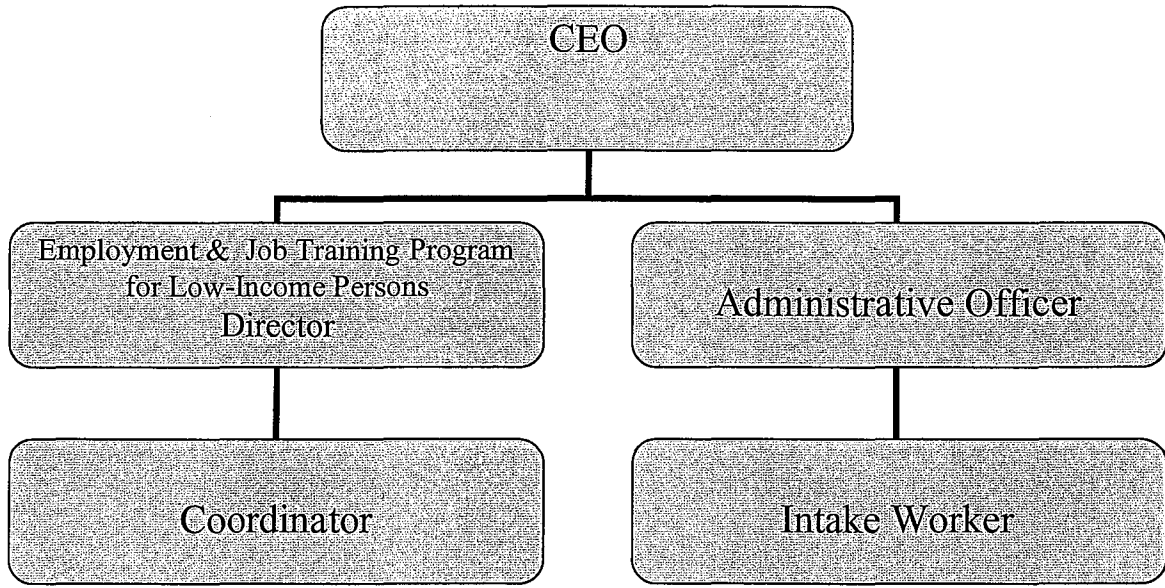
Staff training is available year round on topics such as:

- History and Mission of KEO
- The Organizational Chart and Protocol
- Confidentiality of Information
- Investigation and Documentation
- Personnel Policies (Workplace Violence, Sexual Harassment & Drug Policy)
- Financial Procedures and forms
- Central File System
- Introduction to KEO programs
- Program Contracts and Grants
- Specific Program Requirements
- Reporting Procedures and Requirements
- Basic Supervision
- Staff Development, Evaluation, Improvement
- Staff Training Plans
- Case Management
- Community Resources

In addition to the above-mentioned topics, external resources such as Kauai Community College, Hawaii Employer's Council and *WorkWise* provide staff with additional classes for job related subjects such as Word, Excel, PowerPoint, as well as trainings for Mental Illness Awareness, Appropriate Service Etiquette, American Disabilities Act, and Understanding Vocational Rehabilitation Process, respectively.

B. Organization Chart

Please see the **Program Chart below** and attached please find the "Organization-wide" chart. The chart will illustrate direct job responsibilities for easy reporting system.



VI. Other

A. Litigation

KEO is not a party to any pending litigation, including the any outstanding judgments.

B. Licensure or Accreditation

There are no special qualifications that KEO or the program is required to possess relevant to this request

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Mabel Fenciro - Fujiwara / Kauai Economic Opportunity, LLC





Mabel Fenciro - Fujiwara CEO

(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2012 to June 30, 2013)

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	56,439			
2. Payroll Taxes & Assessments	6,864			
3. Fringe Benefits	19,466			
TOTAL PERSONNEL COST	82,769			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	300			
2. Insurance	1,500			
3. Lease/Rental of Equipment	600			
4. Lease/Rental of Space				
5. Staff Training	2,500			
6. Supplies	800			
7. Telecommunication	1,000			
8. Utilities	600			
9. Marketing (Printing/Publication)	2,000			
10. Program Supplies	2,000			
11. Mileage	1,000			
12. Postage	500			
13. Repair/Maintenance	1,000			
14. Pre-Employment	600			
15. Program Activities	8,775			
16. Admin Cost	17,932			
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	41,107			
C. EQUIPMENT PURCHASES	4,400			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	128,276			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	128,276	Lynn Kua  245-4077 ext 225		
(b)		[Redacted] phone		
(c)		[Redacted]		
(d)		[Redacted] Date 		
TOTAL BUDGET	128,276	MaBel Fujiuchi - Chief Executive Officer Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1	\$26,844.00	100.00%	\$ 26,844
Program Coordinator II	1	\$24,840.00	100.00%	\$ 24,840
Intake Worker	1	\$19,020.00	25.00%	\$ 4,755
TOTAL:				\$ 56,439
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS

Applicant/Provider: Kauai Economic Opportunity, Inc.

Period: July 1, 2012 to June 30, 2013

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF PROG-OTHER SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	\$ 4,318
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	1.21%	\$ 683
Worker's Compensation	As required by law	2.50%	\$ 1,411
Temporary Disability Insurance	As required by law	0.80%	\$ 452
			\$ -
SUBTOTAL:			\$ 6,864
FRINGE BENEFITS:			
Health Insurance	536 per monthx12x2.5FTE		\$ 16,080
Retirement		6.0%	\$ 3,386
SUBTOTAL:			\$ 19,466
TOTAL:			\$ 26,330

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Incorporated Period: July 1, 2012 to June 30, 2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computers (1 desktop and 2 laptops)	3.00	\$1,200.00	\$ 3,600.00	3600
Printer	1	\$500.00	\$ 500.00	500
Portable Printer	1	\$300.00	\$ 300.00	300
			\$ -	
			\$ -	
TOTAL:	5		\$ 4,400.00	4,400

JUSTIFICATION/COMMENTS:

Desktop and Printer for Program Director. Laptop, portable printer for Coordinator and program participants (will in office and also for outreach activities),

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provider: Kauai Economic Opportunity, Inc.

Period: July 1, 2012 to June 30, 2013 Date Prepared: January 26, 2012

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Bus Pass	300	Provide transportation for clients to attend appts, classes, interviews and job
Competency-Based Classes (CB)	300	Purchase study guides to acquire GED-minimum requirement for entry level positions
GED Test	375	For clients to acquire a GED-minimum requirement for many entry level positions
Life Skills Workshop Curriculum	1,600	Adkins Life Skills Workshop Curriculum - 10 Units
Monetary incentives	2,700	Monetary award and incentive for completion of Employment Preparation and Job Retention.
Appropriate/Required Clothing/equipment for employment	500	Appropriate/required clothing/equipment for employment
Gas for Van	3,000	Gas for the van to transport clients to attend LSW classes, job interviews, pick-up application
Total:	8,775	

KEO Board of Directors

Chief Executive Officer
MaBel Fujiuchi

Fiscal Officer
Brigitte Correia

Administrative Officer
Lynn Kua

Accountant (1)
Account Clerk (.5)

Administrative Clerk (.5)
Janitor (.375)

Intake Worker (1)

Youth & Mediation Services

Director
Al Nebre

Employment & Job Training Program

Program Director
(Vacant)

Elderly Nutrition, Food Service, WAP & PIN

Director
Celia Melchor-Questin

Homeless & Housing

Director
Stephanie Fernandes

AFTER SCHOOL
Coordinator (2@.5)
Program Asst (2@.5)

Program Coordinator II
(1)

CHILD CARE
Head Teacher (2)
Teacher (1)
Asst. Teacher (1)
Teachers Aide (3)

MEDIATION
Intake Worker (.5)

ELDERLY NUTRITION
Coordinator (1)
Meals Mgr (.875)
Meal Deliverers (8@.375)

FOOD SERVICE
Coordinator (1)
Cook (2)
Prep Cook (1)

WAP
Coordinator (.5)

HOMELESS OUTREACH
Case Manager (1)

EMERGENCY SHELTER & TRANSITIONAL HOUSING
Program Director (.5)
Coordinator (2@.80)
Maintenance Worker (.5)

TRANSITIONAL HOUSING & GROUP HOME
Coordinator (1)

HOMELESS PREVENTION & RAPID RE-HOUSING
Coordinator (.75)

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

JOB DESCRIPTION

JOB/POSITION TITLE: Employment Core Services for Low-Income People Program Director

STATUS: Exempt

Date: 11/18/08

PRIMARY PURPOSE: Direct and supervise the ECSLIP program and to help clients achieve financial self-sufficiency.

ESSENTIAL DUTIES/FUNCTIONS:

- Supervise, train, evaluate, and interview program staff.
- Establish agency guidelines for making appropriate referral to other agencies with specific program recruitment and requirement.
- Conduct educational-vocational interviews and employability assessment with participants to identify vocational choice or generate employment options of clients.
- Identify immediate and long-term need of participants, and develop plans for self-sufficiency.
- Provide participants with pre-employment activities, job placement, and job retention services.
- Assist clients to secure financial assistance for the creation or expansion of their business.
- Establish and implement job clubs for participants.
- Monitor client participation and progress.
- Develop and maintain working relationships with various local, state, federal, community agencies, and private businesses in achieving program goals and objectives.
- Establish a community resource directory of agencies who offer employment and training services.
- Prepare, maintain, and analyze reports, forms, grants, budgets, contracts, and program manual.
- Maintains knowledge of employment processes, laws, and related areas.
- Plan, organize, and attend training classes, workshops, and meetings.
- Plan, search for, organize, and implement new programs and special grants.

OTHER DUTIES/FUNCTIONS:

- Establish, promote, and maintain good public and staff relations.
- Perform other duties as required.

WORKING CONDITIONS: Mostly indoors in air conditioned office.

Equipment Use: Daily use of usual office equipment required.

Work Hours: Monday – Friday, 7:45 a.m. – 4:30 p.m.

MENTAL DEMANDS: Duties require frequent use of judgment and occasional attention to detail.

PHYSICAL DEMANDS: Duties require continuous sitting for periods of time.

COMMUNICATION DEMANDS: Duties require frequent communication both inside and outside the agency using considerable tact, persuasion, and discretion.

QUALIFICATION REQUIREMENTS:

Education/Experience: BA degree and two years of related administrative experience, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to social services or Human Resources Management and work experience in employment counseling preferred.

**Kauai Economic Opportunity, Incorporated
Job Description**

JOB/POSITION TITLE: Employment & Job Training (Coordinator II)
STATUS: Non-Exempt **DATE:** March 3, 2010

PRIMARY PURPOSE: Assist the Director in the activities to achieve the programs objectives and goals, assisting homeless and at-risk homeless persons to identify and resolve barriers towards becoming self-sufficient.

ESSENTIAL DUTIES/FUNCTIONS:

- Provide intensive case management to clients as assigned. Case management will involve, screening, intake, assessment, counseling, goal setting and service plan development, monitoring, advocacy, linkage to appropriate community resources, referrals and follow up support, tracking, etc.;
- Assist participants with form filling and obtaining other supportive documents such as identification, social security card, birth certificates, etc as required to remove barriers for employment, housing or other services.
- Facilitate and coordinate supportive activities with other program staff including: employment assistance activities, such as job readiness training, resume preparation, interview practice, attending job fairs and networking with perspective employers, etc.;
- Primary and central point of contact for three KEO housing sites (Mana`olana, Komohana, Lihue Court) and participants of the Homeless Prevention & Rapid Re-housing program, Homeless Outreach and Homeless Emergency Shelter Programs; includes facilitating meetings; monitoring program compliance; providing substance abuse counseling and treatment referrals, and coordinating with other service providers;
- Maintain thorough and complete record of participant's activity/progress;
- Documentation and reporting: Includes data capture and entry at all points of the case management process and accurate and timely reporting of same per agency standards;
- Establish and maintain collaborative working relationships with the KEO's homeless shelter, transitional housing and HPRP staff as well as community resources;
- Conduct quality assurance program, self-monitoring plan as assigned by supervisor;
- Prepare and submit reports to supervisor on a timely manner basis;
- Participate in staff, inter-agency or other coordinating meetings; and perform other duties as required.

OTHER DUTIES/FUNCTIONS:

- Assist in recruiting partners and participants.
- Perform other duties as required.
- Attend training classes, workshops and meeting.

WORKING CONDITIONS:

- Mostly indoors.

EQUIPMENT USE:

- Daily use of usual office equipment and supplies is required.

WORKING HOURS:

- 40 hours per week, as scheduled.

MENTAL DEMANDS:

- Duties require frequent alertness.

PHYSICAL DEMANDS:

- Duties require occasional sitting and standing, some stooping, pushing, pulling, lifting and carrying up to 30 lbs.

COMMUNICATION DEMANDS:

- Duties require frequent communication with immediate supervisor, co-workers, community members, and volunteers using tact, persuasion and discretion.

QUALIFICATIONS REQUIREMENT:

- **EDUCATION EXPERIENCE:** BS in social sciences or degree with a focus in psychology, social work, related field or education and experience which would provide the knowledge, skills and abilities to perform the essential duties of the position is preferred.
- Must have an interest in working with adults, children, and families in crisis.
- Able to work independently, self-motivated, and flexible.
- Possess basic office skills and knowledge of computer programs.
- Have a positive attitude and work well with others.
- Demonstrate dependability, maturity and initiative, excellent interpersonal skills.
- Able to maintain program/client/agency confidentiality and treat each individual with dignity and respect, and to set and observe personal limits and boundaries, especially with respect to clients.
- Ability to accept supervision and work with staff and community social service providers cooperatively.