

House District 21
Senate District 10

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

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): DEPARTMENT OF HEALTH

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db/a: Moiliili Community Center

Street Address: 2535 South King Street
Honolulu, Hawaii 96826

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JILL T. KITAMURA

Title Senior Center Program Director

Phone # (808) 955-1555

Fax # (808) 9457033

e-mail Jillk@moiliili cc.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:

SENIOR CENTER PROGRAM PROVIDING ACTIVITIES AND SERVICES FOR AGE 60 AND OLDER PRIMARILY LIVING IN EAST HONOLULU, CENSUS TRACTS 01-37.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 50,000

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 \$ 106,278

PRIVATE/OTHER \$ 80,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

NADINE N. NISHIOKA, EXECUTIVE DIRECTOR
NAME & TITLE

01/30/2014
DATE SIGNED

COPY

I. BACKGROUND AND SUMMARY

The Moiliili Community Center's Senior Center Program proposes to provide activities and services to the senior population, those 60 years and older living primarily in census tracts 01 through 37, from Hawaii Kai to Ward Avenue. The primary objective is prevention to help the older population to improve or maintain their quality of life, self-sufficiency and ability to remain in their home as long as possible, through activities and services that focus on their mental, social, and physical health.

Activities to be provided through our City grant fall in the following categories: recreation and leisure, education, exercise and physical fitness, health education and promotion to include health screening, and volunteer opportunities. Services are primarily ones that help the senior in accessing services, maintain mental health and safety through: transportation, assisted transportation, telephone reassurance, and information and assistance. Through the Grants in Aid, we would like to fund a portion of recreation/leisure activities, exercise and physical fitness, information and assistance and transportation services.

Three staff members are bilingual in Japanese and English. There are a large percentage of participants who are non-English speaking needing assistance with letter reading and writing, making phone calls, and basic understanding. Volunteers are asked to assist with other language needs.

The Senior Center program has submitted a proposal to the Elderly Affairs Division, City & County of Honolulu, Department of Community Services in response to their Request for Proposal District I - Senior Center for FY 2014. No RFP's have been issued for FY 2015 as yet. At flat funding for over 12 years the monies only cover staff salaries and a small portion of the operational expenses as costs constantly rise. Program Income (participant contributions which we increased yearly) and program fund raising efforts cover another portion of the expenses, but the agency must still absorb a large part of the costs. We are asking for some assistance in these areas as outlined in our financial section.

The Senior Center program assists the seniors in their day-to-day lives, maintaining their mental, social, and physical health through services and activities. Attending a Senior Center provides a place to meet people, be involved, attain information, and get out into the community. Services and activities help to keep seniors from early institutionalization.

II. SERVICE SUMMARY AND OUTCOMES

With an increase of over 70 percent of the age 60+ age group in the State of Hawaii since 2010, Senior Centers play a larger role as community-based social institutions capable of reaching large numbers of older persons. These individuals are living longer and have longer periods of time after retirement. Senior Centers provide a place where people can meet, learn new skills, become educated about different areas, have social interaction, learn about different resources to meet their needs (financial, personal, health), receive information and obtain needed services. The basic goal of the Senior Center is to keep the older adult active, informed, and involved, thus assisting them in improving or maintaining their wellness and independence longer; delaying the need for high cost institutionalization.

The Moiliili Senior Center primarily services those living in Census Tracts 1-37, the areas from Hawaii Kai to Ward Avenue. The area is very diverse; it includes single family homes to densely populated apartment/condominium areas, from very high income levels to low income State/subsidized housing areas. It includes very transient populations (surrounding the University) as well as old and stable neighborhoods. Included in these areas are innumerable Department of Parks and Recreation Senior Clubs and classes at Park facilities, Makua Alii Senior Center (DPR), several Lanakila Meals on Wheels (LMOW) group dining sites, and two other community Centers (Kakahulu and Waikiki).

With the establishment of five assisted living communities in the East Honolulu area (Arcadia, Kahala Nui, Hawaii Kai, One Kapiolani and The Plaza at Punchbowl), we have seen an out-flux of members who have moved into these facilities and participate in the activities offered there. These facilities, with the exception of The Plaza at Punchbowl reach the higher income senior citizens. Continual efforts are made by the Moiliili Senior Center to balance the different levels of senior needs and interests with the presentation of classes, seminars, and events that are affordable. This includes developing partnerships with organizations to jointly sponsor events/activities to reach a larger senior group, with presentations such as community resources and senior options in continuing education, employment, volunteering, and personal growth. Other efforts are on-going to reach out to the frail and homebound elderly, priority given to those with the greatest economic and social needs with special attention to low income, minority individuals.

Many of the seniors participate because of an affinity with a center in their neighborhood; a location where they feel welcome and know others who attend, and they participate in a variety of activities which provide social stimulation and enhances personal growth. Newly retired individuals are seeking activities in which to participate. Families are

seeking ways to maintain their once active senior in a supervised setting, involved with others, less costly, and a non-day care atmosphere.

Most participants attend activities held at the center or come in for assistance. The frail, homebound seniors are visited in the home and provided service per their needs. A potential client is provided information per their request or need -- a monthly newsletter "Kaleidoscope" showing activities & classes, a brochure outlining services, lunch program, and other information are discussed on initial contact. Once a decision is made to participate in the Senior Center Program, a registration form (SAMS Kupuna Care as developed by the City's Elderly Affairs Division), a registration card for additional information, and a waiver form is given for completion. A participant handbook containing grievance procedure and other information is being developed. Often, staff will sit with the applicant to complete the form, thus doing an assessment as well as registration. Program Income is discussed and so noted to enable the person to contribute toward the cost of the program.

Statistics are kept to monitor accomplishment of objectives and monthly reports made to the City & County of Honolulu, Elderly Affairs Division and quarterly to the Executive Office on Aging when GIA funds are received. These reports are based on the number of service hours per area. Regular on-site assessments are made by the Elderly Affairs Division to check on contractual compliance. Regular, internal review of the monthly statistical and budget reports is made to measure progress. A review by the Senior Advisory committee is conducted with regards to any changes that impact the objectives; and an analysis made to determine what course of action should be taken, if any. The Advisory Committee also conducts an annual survey, orally and/or written to assess the program.

The following are service output measures and outcomes for this GIA request for FY2015 in addition to those provided under the City contract. These services are provided by three full-time and two part-time staff members, who are primarily under a contract with the Elderly Affairs Division, City & County of Honolulu. In order to survive the high cost of doing business in 2010, Moiliili Community Center cut back in certain budget areas, such as janitorial services time; these cut backs remain and are additional responsibilities that staff must cover. These service activities are what we consider viable for the present facilities and staff:

1. Information and Assistance

Objective and Output Measures:

A total of **500 contacts** providing information and assistance services to **80**

unduplicated individuals will be provided, which includes listening to and discussing problems and needs, assessment of situation to determine the information, referral or services needed, and assisting the individual in obtaining the information needed. Much of the contacts are by phone to individuals not registered and therefore cannot be verified as unduplicated.

Outcome:

50% of these individuals will be linked to proper agencies or services, or provided information on available resources. Where appropriate, family members or other relatives would be contacted to work together to obtain the services.

2. EXERCISE/PHYSICAL FITNESS

Objective and Output Measures:

170 sessions of exercise and physical fitness activities will be provided to **84 unduplicated individuals**. These include but are not limited to classes that improve their flexibility, strength, endurance, balance, and physical functioning.

Outcome:

Of the **84** individuals, at least 75% will experience renewed energy, 85% will see an improvement in their flexibility and endurance, and 90% will continue a form of exercise beyond 3 months due to some improvement in their physical functions. Attendance records are maintained to see the continuity rate in classes. Intermittent evaluations will be asked of members in the class.

3. RECREATION AND LEISURE

Objective and Output Measure:

A total of **245 sessions** of Recreation and leisure activities will be provided to **126 unduplicated individuals** so time is spent in wholesome, fulfilling, enjoyable and healthful ways. Activities will include but not limited to craft classes or workshops, games, music, dance, performing for others, and excursions.

Outcomes:

Of the **126** people served by this activity, 65% will maintain their social engagement and involvement or connectedness and sustain that involvement for at least three months; while 75% will gain mentally and physically through social involvement.

Ongoing classes are generally led by volunteers. Following enrollment in an activity, a follow-up will be made to see if individuals continue to attend. Cost factors for instructors, classes, or activities must be considered when developing an area to keep it reasonable for all income levels. Workshops, seminars, excursions, and special activities will be scheduled with information included in the monthly newsletter. Input on areas of interest, cultural activities and possible stimulating needs will be surveyed, and possible instructors, volunteer leaders recruited.

4. TRANSPORTATION

Objective and Output Measures:

Transportation services to **50 individuals** via MCC vehicles and/or charter buses to and from special activities and service agencies for a total of **822 one-way passenger trips**.

Outcome:

Of the **50** individuals receiving this service, 100% of clients will be able to continue being involved with the community, activities and services.

MCC Driver primarily handles daily LMOW run. Driver/Program Assistant assists with special runs. Charter bus may be utilized for excursions. All staff is involved in the planning, implementing, and coordinating of this area. Transportation requests are received and assessments are made as to capability to provide per need for individuals. Program Worker provides one-to-one service using a modified mini-van that is wheelchair accessible. Referrals are made for those we are unable to provide for or individuals are placed on a wait list.

TIMELINE

All services are ongoing throughout the year. Completion of the service objectives will be the end of the contract year. Outcome objectives will be obtained at completion of service or on semi-annual basis for classes.

B. QUALITY ASSURANCE AND EVALUATION

An evaluation plan shall demonstrate that support systems, such as coordination and communication, are in place to conduct the program effectively and to ensure the viability of the program. The following measures will provide the necessary

data and insights into how well the program is functioning, where the program is in relation to the outcome measurements and output goals, and how it will provide assistance in the planning of current and future programs/services.

1. Hold at least one general meeting a year to solicit input from seniors on changes, policies, types of activities, etc. The Meeting will be hosted by the Advisory Committee of the Senior Center Program as a means of getting honest and open comments without staff presence or pressure.
2. Periodically, survey the members for comments, opinions, suggestions regarding the kinds of activities, opportunities they enjoy or would like to see at the Center. A formal, written survey will be taken. For the past years, this survey was conducted annually by student interns. As many of our participants prefer not to read or write, having students assist in conducting the survey helps in getting a better percentage of returns. If students are not available, the Advisory Committee members are engaged to write and conduct the surveys. Doing this on a semi-annual basis will give a better picture of where we are in relation to our outcome measurements.
3. Obtain members' evaluation of particular classes, activities, excursions to determine what was gained or learned, and whether to continue or change the offering(s). For specific activities and/or workshops, an informal, oral evaluation or at times, a short, written evaluation requesting feedback and comments will assist in future planning of a similar activity. Also, the periodic use of a short request form in our monthly newsletter for suggestions for seminar topics, workshops, excursions, or classes assists in regular planning.
4. Periodically obtain volunteers feedback on the tasks performed and other opportunities they would like to have offered.
5. Regularly review how outreach needs are being met according to client situation and feedback, type or number of agency referrals, and resolution of problem. Case conferences by the Program Director and staff member involved provides continual follow-up. Sporadic talks with the clients also provides feedback of the services received.
6. Solicit Advisory Committee members' program suggestions.
7. Staff will view other Senior Programs to observe programs, classes, and

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compare and seek input.

8. Statistics will be kept and reports made to the Executive Office on Aging. These reports are analyzed regularly to see if objectives are being met.

III. FINANCIAL

A. BUDGET

1. **Budget for FY 2015 -- Form Attached**
2. **Budget Justification - Personnel: Salaries & Wages--Form Attached**
Senior Center staff salaries and benefits are primarily under the Elderly Affairs Division Grant. We are requesting assistance in paying approximately 23% of these staff salaries as noted on the attached form. We are also requesting a percentage of Community Center personnel salaries that are directly related to the program.
3. **Budget Justification - Equipment and Motor Vehicle – Not applicable**
4. **Budget Justification - Capital Project Details – Not Applicable**

B. Anticipated quarterly funding requests for fiscal year 2015:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$12,500	\$12,500	\$12,500	\$12,500	\$50,000

C. Other sources of funding for fiscal year 2015:

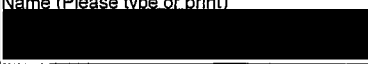
As noted in the attached budget sheets, we anticipate a State grant of \$106,278 contracted through the City and County of Honolulu Elderly Affairs Division, with the State Executive Office on Aging under the State Department of Health. We await a Request for Proposal for FY2015.

The program must raise over \$100,000 through donations, various fund raisers, and other means to remain viable at the basic level.

D. We have a balance of \$3,145.18 of our unrestricted assets as of December 31, 2013.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Moiliili Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Senior Program Budget (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	37,750	146,700		
2. Payroll Taxes & Assessments	3,000	9,927		
3. Fringe Benefits	8,050	31,787		
TOTAL PERSONNEL COST	48,800	188,414		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	100	3,600		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	150	5,000		
7. Telecommunication	100	2,200		
8. Utilities	150	7,600		
9. Transportation	350	16,200		
10. Audit	100	2,300		
11. Professional Fees-Payroll, Bank, etc.	0	5,000		
12. Repair and Maintenance - Equipment	150	2,400		
13. Repair and Maintenance- Building	0	4,200		
14. Printing	50	1,200		
15. Postage	50	400		
16. Conferences and Conventions	0	200		
17. Contractual Service-Janitorial	0	2,500		
18. Other Building Expenses	0	850		
19. Other Expenses	0	600		
20				
21				
TOTAL OTHER CURRENT EXPENSES	1,200	54,250		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	50,000	242,664		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Joyce Takenaka	955-1555	
(b) County Funds	106,278	Name (Please type or print)	Phone	
(c) Program Income	60,000		01/30/14	
(d) In-Kind	26,386	Signature of Authorized Official	Date	
TOTAL BUDGET	242,664	Nadine Nishioka, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Moiliili Community Center

Period: July 1, 2014 to June 30, 2015

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	\$34,092.00	25.00%	\$ 8,523.00
Program Coordinator	1	\$27,132.00	25.00%	\$ 6,783.00
Program Worker	1	\$21,156.00	25.00%	\$ 5,289.00
Program Asst. (P/T)	0.75	\$13,196.00	25.00%	\$ 3,299.00
Driver	0.33	\$9,740.00	10.00%	\$ 974.00
Accountant	1	\$36,732.00	2.50%	\$ 918.30
Office Manager	1	\$33,000.00	5.00%	\$ 1,650.00
Senior Account Clerk	1	\$26,110.00	8.00%	\$ 2,088.80
Payroll Clerk	0.5	\$8,892.00	18.00%	\$ 1,600.56
Receptionist	0.44	\$7,260.00	15.00%	\$ 1,089.00
Traffic Controller	0.44	\$7,161.00	50.00%	\$ 3,580.50
Maintenance	0.63	\$10,860.00	15.00%	\$ 1,629.00
TOTAL:				37,424.16
JUSTIFICATION/COMMENTS:				

IV. EXPERIENCE AND CAPABILITY

A. NECESSARY SKILLS AND EXPERIENCE

Moiliili Community Center's Senior Center Program was established in 1971 with public and private funding, in collaboration with the then State Commission on Aging, Church of the Crossroads, and Moiliili Hongwanji Mission. From the findings of two UH graduate students, a place for senior citizens to congregate, socialize, and learn was needed. The Community Center was designated as the agency to provide this.

In 1976, a meal site was established at MCC through the then Honolulu Nutrition Program and continues today under the Lanakila Pacific's Lanakila Meals on Wheels Program. The management of the Kapahulu Senior Center came under the Moiliili Community Center in 1988, when their State grant was transferred from the UH Manpower Training Program. In 1997, Kapahulu established their own private, non-profit agency and became independent of the Community Center following a one year transition period. This change was brought about because of the 50% cut in funding (due to a down turn in the economy) which MCC received from the State. The reduced appropriation did not meet the rent and personnel expenditures needed to run the program at two sites at the level the State desired. This change allowed the Kapahulu Center to fund raise without monies reverting back to the State or to our Center.

For the past 42 years MCC's Senior Center Program, through its contract with the City and County of Honolulu Elderly Affairs Division has provided classes, seminars, special events, workshops, transportation, assisted transportation, para-professional counseling services, telephone reassurance, volunteer opportunities, and information and referral to those living in Census Tracts 01 - 37 (Ward Avenue to Hawaii Kai). It should be noted that with the exception of Adult Basic Education classes (English and Citizenship) and one leisure class (Sumi-e) under the Department of Education's Adult Education, all of the classes and groups are led by volunteers.

Through collaboration with the State Executive Office on Aging, MCC became the first intake site of the Sage Plus Program; providing meeting space, telephone, equipment usage, and staff time to do intake. All intakes are presently done through the State Executive Office on Aging.

We continue to work very closely with various programs from the Universities (UHM - Nursing, Family Resources, Outreach College, etc.; HCC) to provide a place where students may do their practicum internships, talk with seniors for specific projects, research questionnaires, observations, and seminars. Graduate students from Hawaii and Japan have also requested assistance with their projects and we have worked with them if we find it appropriate for our seniors and the students' project. Students doing research are asked to share their results with this program to assist us with our planning purposes, if applicable.

Our Center has initiated and is always willing to work with other programs to develop new areas of service to benefit the older adults and the community.

B. FACILITIES

The Center is comprised of three buildings: a three-story main building with 18 rooms (8 of which are multi-purpose classrooms), the two-story Harry & Jeanette Weinberg Building, the Old Studio; gardens, and parking areas.

In the main building on the first floor, the largest multi-purpose room is utilized by the Lanakila Meals on Wheels Program which serves about 45 hot lunches daily to seniors. Two classrooms and the Administrative offices are also on the first level. On the 2nd floor there are four classrooms which are utilized daily by seniors for a variety of activities in the mornings until 2:30 p.m. In the afternoon, all classrooms are utilized by children attending Japanese-language school and MCC's after school program. The Senior Center and Children & Families Program offices are maintained on the 2nd floor. Located on the 3rd floor is a studio (with a wooden floor) designed and equipped (mirrors, fans, mats) for classes in dance as well as exercises such as tai chi and ki, a lounge/meeting room, and three offices, two of which are rented and one for the Kupuna Support Program, a day care program under MCC. Rentals and numerous service organizations use the various rooms for meetings and activities in the evenings or on the weekends.

The main building has stairs on both ends and an elevator, financed through CDBG funds (completed in September 2000). All men's and women's restrooms on the three floors are wheelchair accessible. Renovation of the second and third floor restrooms were completed in 2009 with CDBG funds to be ADA compliant.

The Community Center's Thrift Store is housed on the first floor of the Weinberg Building. The 2nd floor is also a studio with a wooden floor used for dance classes, exercise classes, martial arts groups, and meetings. An elevator services this building and bathrooms on the first floor are handicap accessible.

The Old Studio, the last remaining wooden structure from the old Moiliili Japanese School days, is a popular meeting place for dance, exercise, and yoga classes. It is wheelchair accessible via a ramp.

Parking on the premises is very limited although there are three areas designated for parking adjacent to the main building and next to the Thrift Store. There are five designated handicap stalls, four close to the main building and one by the Thrift Store. Limitation on parking is due to heavy usage of the rooms throughout the day by different groups: rentals, senior center program, lunch site, Thrift Store customers, along with volunteer and employee parking needs. Many participants walk to the Center, are dropped off, or utilize the bus. We are located very close to the major intersection of University Ave., South King Street, and South Beretania Street, accessible to many bus routes.

Vehicles:

The Community Center has two vehicles used by the different programs. A 29-passenger bus (purchased in 2000) and a 19-passenger busette (purchased in 1999). In addition, a 2007 GMC 12 passenger van (assigned to the Kupuna Support program), a 15 passenger van (a 2009 Chevrolet van assigned to the Childrens program), and a 2007 15 passenger Chevrolet van assigned to the Senior Program. Also assigned to the Senior Center program is a modified minivan (a 2001 Chevrolet Venture PT ActiVan delivered January 2001 with Federal Capital Assistance Funds) equipped with a ramp for wheelchair accessibility.

The Senior Center Program primarily utilizes the bus for daily transportation of frail seniors to and from the Center to attend the meals program as it is the most accessible to peoples' homes, and for seniors to get in and out of. The 2007 Chevrolet van is utilized for groups going to special activities, to entertain at different institutions, and as a backup for the bus or busette. The modified wheelchair accessible minivan is utilized daily for the many assisted transportation requests; especially for medical appointments. In addition to the Center owned vehicles, personal cars may be used to provide services for the participants, especially for medical appointments, entitlement appointments,

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shopping and banking assistance, and other areas when the need is there and the agency vehicles are not available.

V. PERSONNEL: PROJECT ORGANIZATION and STAFFING

A. PROPOSED STAFFING, STAFF QUALIFICATIONS, SUPERVISION and TRAINING

The Moiliili Senior Center staff is under the Moiliili Community Center's Personnel Policies. All staff must follow these standards, unless so noted per contractual requirements. Such exceptions include the inability to carry over any vacation days from one contractual year to another.

Presently, there are five staff members or a total position count of 4.08 under the Moiliili Senior Center program. These entail a Program Director (1.0), a Program Coordinator (1.0), a Program Worker (1.0), a Driver/Program Assistant (.75), and a Driver (.33 of a full-time position). Based on position counts, this comes to a ratio of 1 paid staff to 245 clients. These positions are primarily paid through a contract with the City and County of Honolulu, Department of Community Services, Elderly Affairs Division. We propose to pay approximately 23% of the salaries for these positions through the Grants in Aid.

The program staff is assisted overall by the Community Center's paid administrative staff which include the Executive Director, the Accountant and fiscal staff, clerical staff, receptionist, parking attendants, maintenance, and a large core of volunteers. Without the Center's assistance, the program could not function alone, especially in the fiscal area. The contract requirements call for constant accountability; there is no flexibility in hiring for the administrative positions under the grant. Under the GIA, we are requesting a percentage of these staff members salaries as outlined in Section III, Financial. The receptionist fields a great percentage of calls for our program. The parking attendants, especially the morning person, not only assists with keeping the parking areas safe, but also seeing to the safety of the seniors as they walk through the parking lot areas or while waiting to be picked up.

The Moiliili Senior Center staff handle their varied responsibilities in a professional and personal manner, maintaining individual rapport with the senior participants and often going the "extra mile" for them. Together, all staff members work as a team; providing stability and depth to the program. Three of the staff members are bilingual in English and Japanese.

The **Program Director** (who has a Bachelor's Degree in Human Development,

has been with this program for 34 years; 37 years total working with senior citizens) provides overall supervision, maintains channels of communication, and works to resolve any difficult situations. Working in the servicing and activities area, her time is divided amongst all of the specified service outputs. These include working with groups as well as assisting specific clients. She is also responsible for handling much of the basic information and referral inquiries, and emergency service needs assistance requiring much time on a short term basis. She is bilingual in English and Japanese and does the coordination with Japanese groups to expand the program.

The **Program Coordinator** (who has a Bachelor's Degree in Family Resources and over 26 years experience with the program) does the basic planning of classes, seminars and activities, works with the volunteer instructors and group leaders, and coordinates the monthly newsletter. These activities are utilized by over 600 individuals monthly. Along with our "team" approach, she assists individuals monthly with other services, such as requests for transportation, or just listening and/or lending a comforting hand.

The **Program Worker**, (a high school graduate with over five years with the program and innumerable years in customer service) is bilingual in English and Japanese. He provides information and referral services, assistance with applications, transportation for appointments and other services as requested or needed.

The **Driver /Program Assistant position** (P/T - .75, has a Bachelor's Degree in Family Resources, has a clean driver's abstract, empathy for the older adult, ability to drive up to a 15 passenger van, and has been with the program over four years) provides back-up for the regular driver when the regular driver is sick, on vacation, or drives for special requests when our regular driver is on his run. This position also provides assistance with registration, class set-up, receiving telephone reassurance calls, or taking inquiries for participation in the program.

The **Driver** (.33 of full-time under MCC, has a CDL and an S endorsement needed for the Children's program) is primarily responsible for the daily pick-up and return of frail elderly to attend the lunch site and other activities at the Center, an average of 22 individuals monthly; and to provide transportation for special requests. He is assisted by a volunteer when available.

The staff is supported by two dedicated office volunteers who assist with

registration, sign-ups, set-ups, close ups, etc. Four other volunteers assist with the daily telephone reassurance calls. There are over 250 volunteers who lead the various classes and groups, work in the Thrift Store, assist group leaders in the classrooms, assist at special events, provide service at community events, and do craft work for other organizations and/or our program.

The quality “team” approach is used in administering the program with over 900 registered participants. Each position may have its responsibilities outlined, but all staff members are required to be aware of all areas and assist where needed.

The agency schedules ongoing Staff training; program staff attend seminars, workshops, etc. scheduled by different agencies as applicable to their job positions or requirements. CPR and First Aid are required for all positions.

Job descriptions for the following positions are attached: Program Director, Senior Center; Program Coordinator, Senior Center; Program Worker, Senior Center; Driver\Program Assistant, Senior Center; and Driver\Maintenance I, Community Center.

Policies for volunteers working with proprietary information are discussed with the volunteer during orientation or on their first day of service. These volunteers are issued picture IDs. The agency is registered with eCrim to check the background of potential volunteers. Training is provided for those working with the functionally impaired by the Program Director.

The Executive Director of the Community Center directly supervises all Program Directors, who oversee their respective programs and staff. All Senior Center positions noted above, with the exception of the Driver, is under the Senior Program Director's direction. The Driver falls under the Community Center's Office Manager who oversees all of the maintenance, janitorial, and clerical staff. The Senior Program Director is responsible for the training and development of Senior staff members and their recertification as necessary, and the volunteers that fall under this program.

B. Organization Chart

Attached are:

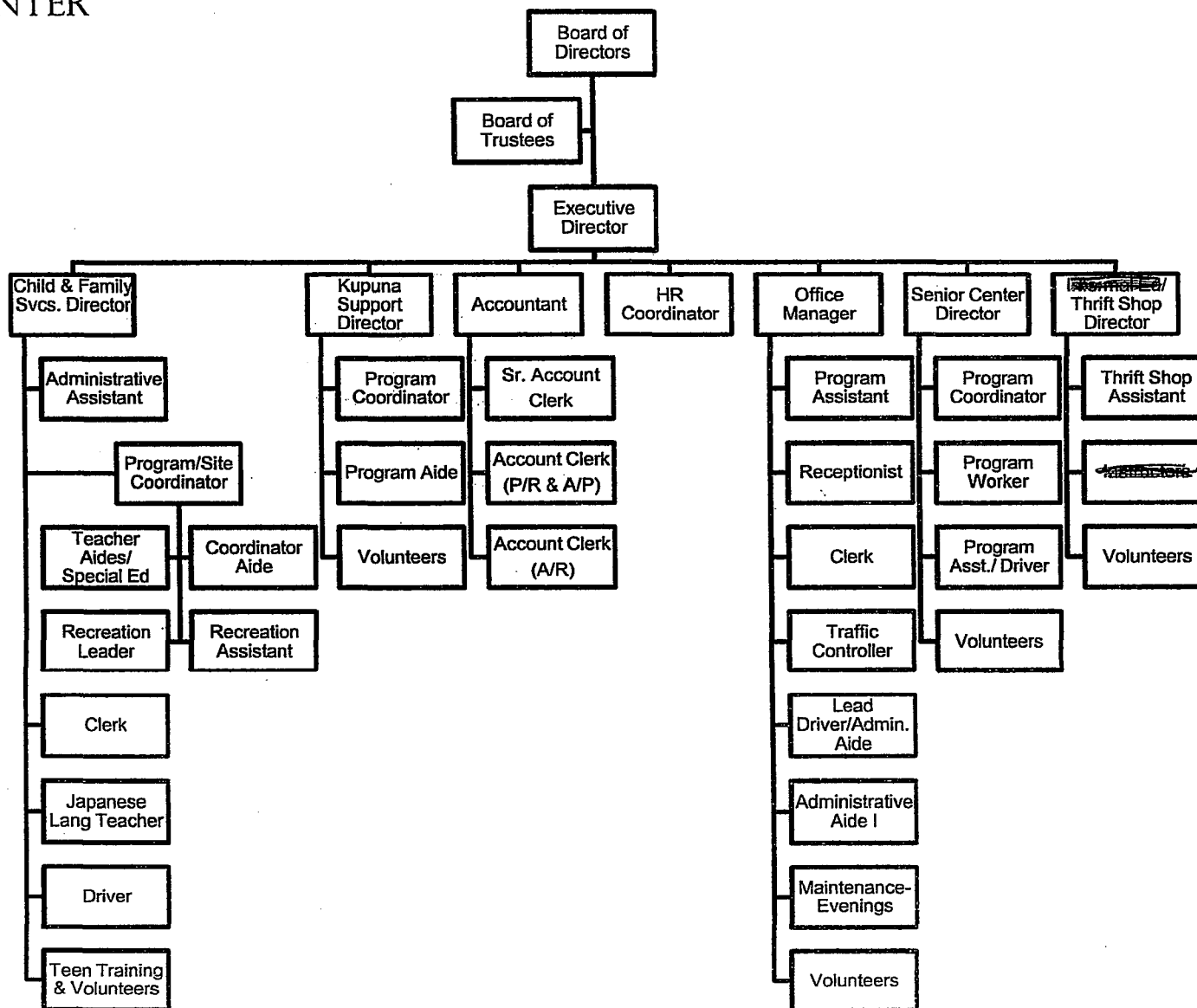
- Organization-Wide organization chart
- Program Organization chart

Also attached are the Job Descriptions for the Senior Center Program Staff.

C. Compensation

Annual salaries for the three highest paid employees of the Moilili Community Center are:

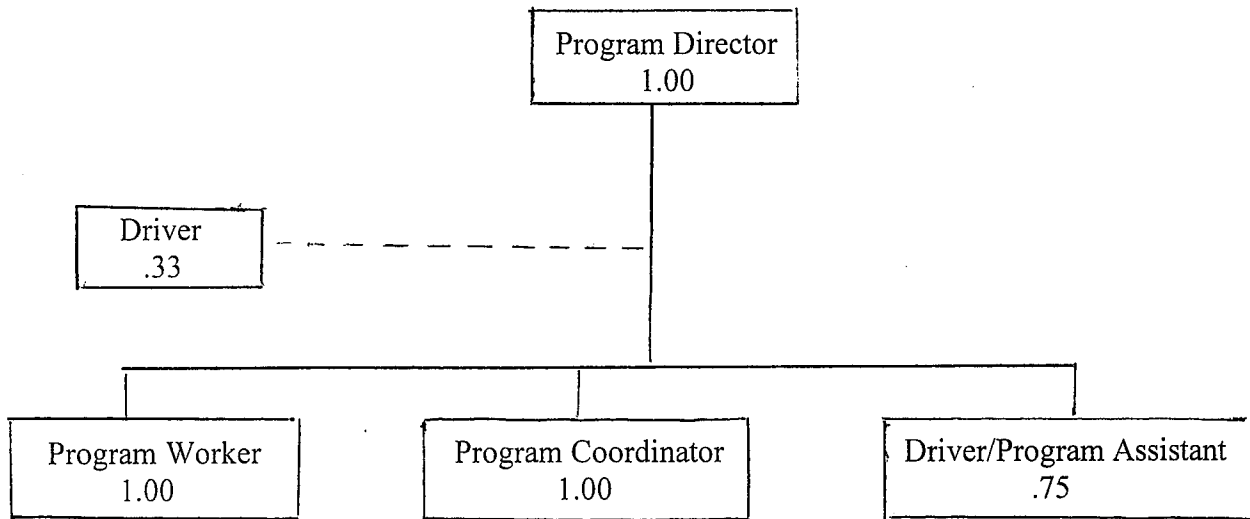
Executive Director	\$60,514
Program Director, CFP	\$36,552
Program Director, MSC	\$34,092



Moiili Community Center
Grant in Aid Request
FY 2015

B. Organization Charts (cont'd)

2. Senior Center Program



MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 1

JOB DESCRIPTION

Position Title: Senior Center Program Director

Date: January 15, 2010

Department: Senior Center

FLSA Status: Exempt/Salary

Reports to: Executive Director

Subordinates: Senior Center workers

Primary Responsibilities:

This position is responsible for overseeing the Senior Center program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent exercises independent judgment in the day-to-day operations and receives direct supervision from the Executive Director.

Essential Functions:

1. Program Development 30%
 - a. Identifies problems and needs of seniors, develops appropriate program and activities in accordance with government contract and agency mission.
 - b. Plans, monitors, and evaluates program services and activities; modifies services and activities as necessary.
 - c. Prepares program grant proposals, statistical, fiscal, and other reports in accordance with governmental regulations.
 - d. Directs the implementation of program services and activities and coordinates senior center services, as necessary.
 - e. Evaluates program effectiveness; develops methods of improving performance and increasing efficiency.
 - f. Conducts research, need's assessment and reviews current literature on subjects related to aging.

2. Management and Supervision 30%
 - a. Develops program budget, exercises control of expenditures.
 - b. Recruits and interviews applicants for staff positions.
 - c. Maintains system of communications and information sharing through supervisory meetings and written memoranda.
 - d. Supervise staff and volunteers.
 - e. Establishes and conducts appropriate training for staff and volunteers.
 - f. Assures staff and agency compliance with government grant regulations and agency policies and regulations.

- g. Maintains equipment inventory control
 - h. Works with Senior Advisory Committee in program planning, program policies, issues that affect program funding and community relations.
3. Marketing and Community Relations 25%
- a. Directs and approves the development and distribution of program flyers, newsletter and other program information.
 - b. Develops resources and maintains liaison with other similar public and private agencies.
 - c. Represents the Senior Center program at meetings, conferences, and workshops dealing with aging: provide information on senior services and activities.
 - d. Provides opportunities for meaningful volunteerism; recruits volunteers.
4. Other Duties. 15%
- a. Participate in in-service training sessions and staff meetings.
 - b. Perform other related tasks as assigned or as necessary.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors in varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. May drive 7 and 15 passenger Center vans.
- c. May use radio and/or cell phones while operating Center van. (Cell phones are banned while driving –must pull over).

Work Hours:

Work hours are determined by the Executive Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. Masters Degree in the field of Human Services and two years of related work experiences of which one year must be in a supervisory capacity, or Bachelor's Degree in the field of Human Services and four years of related work experience of which two years must be in a supervisory capacity.
- b. Criminal background Check
- c. Tuberculosis clearance.
- d. Certifiable for Basic First Aid and CPR.
- e. Medical clearance for driving.

MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 2

JOB DESCRIPTION

Position Title: Program Coordinator

Date: January 14, 2010

Department: Senior Center

FLSA Status: Non-exempt/ hourly

Reports to: Program Director

Subordinates: Volunteer/paid instructors

Primary Responsibilities:

An employee in this position coordinates the activities of the Center's Senior program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent performs duties under the direct supervision of the Program Director.

Essential Functions:

1. Program activities 85%
 - a. Plans and schedules all special interest, recreational and educational classes and activities, recruiting or arranging for volunteer instructors.
 - b. Plans and coordinates excursions and off-site activities.
 - c. Maintains registration, attendance, and instructor records and prepares reports.
 - d. Oversees publication of monthly activities newsletter and special flyers to announce and publicize these activities.
 - e. Assist with the writing, duplication, and distribution of materials needed for classes or activities.
 - f. Disperses pertinent information to Center's members.
 - g. Recruits and oversees volunteers for special projects.

2. Service Provision 10%
 - a. Listens to and discusses with seniors their problems, concerns and questions.
 - b. Provides information and/or makes referrals for appropriate services.
 - c. Recruits, assigns and oversees volunteers in planned activities.

3. Other duties: 5%
 - a. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. May drive 7 and 15 passenger Center vans.
- c. May use radio and/or cell phone while operating Center Van (Cell phone use banned while driving – must pull over.)

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. Graduation from an accredited college with Bachelor's Degree in the field of Human Services and 1 year related experience in working with elders, or three years experience in working with elders.
- b. Criminal background check
- c. Tuberculosis clearance
- d. Certifiable for Basic First Aide and CPR
- e. Medical Clearance for driving.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 3

JOB DESCRIPTION

Position Title: Program Worker

Date: January 14, 2010

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

Primary Responsibilities:

An employee in this position provides support to the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. This employee receives supervision from the Program Director.

Essential Functions:

1. Outreach services. 95%
 - a. Follows up on information from individuals, agencies, or through personal observations to identify individual needs.
 - b. Assesses needs of clients (i.e. financial, food, medical attention, and support from family members, etc.) and provide direct services as appropriate or make referrals to appropriate agencies.
 - c. Maintains working knowledge of community services and resources.
 - d. Conducts home visits or collateral contacts.
 - e. Assists in the filling, filing, and follow-up of applications for individual clients.
 - f. Assists in providing transportation or escort services per individual client needs.
 - g. Assists in providing marketing or shopping services per individual client needs.
 - h. Prepares reports on activities or services per client; to include case records, monthly statistical reports.
2. Other duties 5%
 - a. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. Drives 7 and 15 passenger Center vans.
- c. May use radio and/or cell phone while operating Center van (cell phone banned while driving -- must pull over).

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. High School graduate
- b. At least three years of experience working with elderly, or an equivalent combination of training and experience
- c. Access to a car and valid Hawaii State Driver's license
- d. Clean driver's abstract and medical clearance for driving
- e. Criminal background check
- f. Tuberculosis clearance
- g. Certifiable for Basic First Aid and CPR

Preferred Qualifications.

- a. Bachelor's Degree in a field of Human Services
- b. More than three years of experience working with the elderly in a care giving situation
- c. Bilingual (English/Japanese) preferred

MOIILILI COMMUNITY CENTER

MOIILILI COMMUNITY CENTER

Job Number: F 4

JOB DESCRIPTION

Position Title: Program Assistant/Driver

Date: January 14, 2010

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to Program Director

Subordinates: None

Primary Responsibilities:

An employee in this position assists with program activities, services and in providing transportation to the program's senior participants. This employee performs duties under direct supervision of the Program Director.

Essential Functions:

1. Transportation Activities: 45%
 - a. Assists regular driver when vehicle is over capacity.
 - b. Substitute drives during vacation and sick leave periods of regular driver.
 - c. Assists with the arrangement of other transportation as needed.
 - d. Provides transportation services utilizing agency vehicle to transport senior groups to various venues to perform or participate in activities.
 - e. Provides transportation/escort when needed to assure the safety of the client in reaching destination.
 - f. Maintains vehicles as needed.
2. Program Activities: 45%
 - a. Assists Program Coordinator with the implementation of group and/or class activities as needed.
 - b. Assists in the planning and coordinating of activities, seminars, special events, and excursions.
 - c. Greets and assists visitors.
 - d. Registers new members for the Senior Center Program.
 - e. Provides information and referral services to seniors, family members, and others.
 - f. Refers people in need of assistance to appropriate staff or agencies.
3. Other Duties: 10%
 - a. Assists in the preparation and maintenance of statistical records of participants and the services provided by Moiliili Senior Center.
 - b. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone, and fax machine, and other equipment as appropriate
- b. Drives 7 and 15 passenger Center vans.
- c. May use radio and/or cell phone while operating van. (cell phone use banned while driving – must pull over).

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledge:

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate office equipment, and be able to follow instructions and safety procedures.

Qualification Requirements.

- a. High School graduate
- b. Clean driver's abstract and current driver's license
- c. Empathy for the older adult
- d. Ability to drive up to a 15 passenger van; Commercial Driver's License not necessary PUC Medical certifiable clearance.
- e. Certifiable for Basic First Aid and CPR
- f. Criminal background check
- g. Tuberculosis clearance

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number:C 1

JOB DESCRIPTION

Position Title: Accountant

Date: January 25, 2010

Department: Accounting

FLSA Status: Exempt/Salaried

Reports to Executive Director

Subordinates: Accounting Staff

Primary Responsibilities:

An employee in this position is under the direct supervision of the Executive Director. The accountant manages the accounting department, oversee the Center's financial activities and oversees the human resource functions of the Center, as it relates to payroll.

Essential Functions:

1. Implement and monitor accounting practices and other related procedures.
 - a. Oversee the Center's daily accounting operations, managing cash and other assets.
 - b. Prepare monthly financial reports using various subsidiary ledgers and worksheets.
 - c. Conduct budget analysis on monthly results.
 - d. Prepare grant reports and other reports as required.
 - e. Maintain inventories for vehicles, furniture, fixtures and equipment and buildings and building improvements.
 - f. Assist with generating invoices for external vendors.
 - g. Verify purchases and billings and approve processing payment.
 - h. Assist the auditor preparing necessary back-up worksheets and providing information and taking appropriate action to implement auditor's recommendations
 - i. Oversee processing of the payroll and payment of payroll taxes.
2. Assist the Executive Director in establishing and achieving the Center's financial objectives.
 - a. Assist the Executive Director in establishing the Center's budget. Monitor operations against budgets to identify problem areas and advise Executive Director of such problems.
 - b. Submit required financial reports, budget analysis, and other reports requested by Executive Director or Board of Directors.
 - c. Assist with the safekeeping of the Center's funds to include assisting with securing Center's insurance needs.

3. Assist the Executive Director in administering personnel policies.
 - a. Oversee and implement the processing of employee payroll.
 - b. Manage the benefits program including employee leave status as it relates to payroll
 - c. Maintain current personnel records, assuring all Federal and State legal requirements are met and is current with statutory changes affecting employees.
 - d. Maintain a personnel database for reference checks.
 - e. Function as the liaison between employees and insurance carriers. (Hopefully in 2010, we can start transitioning all these to HR).
 - f. Supervise accounting staff.

4. Other Duties.
 - a. Maintain appropriate records.
 - b. Attend bi-monthly and staff meetings and all training sessions as needed.
 - c. Perform other duties as requested or assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting.

Equipment Used:

Uses computer, telephone, adding machine, fax machine, photocopier, typewriter and other office equipment as needed.

Work Hours:

Work hours are determined by Center/Program Business needs and may extend beyond the Center's hours of operation.

Physical, Mental and Communication Demands:

- a. Prioritize work assignments with potentially conflicting deadlines.
- b. Supervise employees that count, balance and handle cash on a daily basis.
- c. Provide direction to staff with multiple and potentially conflicting priorities.
- d. Communicate effectively both in writing and verbally with all levels of staff and clients of the Center.

Skills/Knowledge:

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate office equipment, follow instructions and train staff in Center safety procedures.

Minimum Qualifications:

- a. Bachelor's degree in accounting or equivalent training and experience.
- b. Communicate effectively both in writing and verbally with all levels of staff and clients of the Center.
- c. Computer literate. Uses a computer to input, retrieve, and display accounting information.
- d. Bondable.

Preferred Qualifications:

- a. Master's degree in accounting or equivalent training and experience.
- b. Knowledge of fund accounting.
- c. Supervisory experience.
- d. Communicates effectively verbally and in writing with all levels of employees, management, clients, and Center's Board of Directors.
- e. Working knowledge of Microsoft Word and Excel.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: C

JOB DESCRIPTION

Position Title: Senior Account Clerk

Date: January 6, 2010

Department: Accounting

FLSA Status: Non-exempt/hourly

Reports to Accountant

Subordinates: Accounting Clerk (Receivables)

Primary Responsibilities:

The Senior Account Clerk performs a variety of clerical duties requiring some knowledge of accounting principles and the ability to work with numbers. The Senior Account Clerk coordinates the processing of program fees, billing and cash receipts with agency staff.

Essential Functions:

1. Cash Receipts.
 - a. Receive, receipt and deposit all cash receipts and charges daily.
 - b. Record to appropriate journals, schedules or computer files.
 - c. Maintain cash receipts.
2. Accounts Receivables
 - a. Generate invoices and record charges, credits and payment to journals, both manual and computerized methods.
 - b. Maintain accounts receivable records, both manual and computerized.
3. Other Duties and responsibilities.
 - a. Responsible for administering the petty cash.
 - b. Assist in processing payroll and maintenance of records.
 - c. Assist in requisitioning, purchasing and storing of supplies
 - d. Perform other duties as assigned by the Accountant, or the Executive Director.

Working Conditions:

Employee works indoors in an air-conditioned office setting.

Equipment Used:

Uses computer, telephone, adding machine, fax machine, photocopier, typewriter, and

other office equipment as needed.

Work Hours:

Work hours are determined by the Accountant during the Center's hours of operation, Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Counts, balances and handles cash on a daily basis.
- c. Works as part of a team with multiple and potentially conflicting priorities..

Skills/Knowledge:

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. High school education which included 1 year of schooling in bookkeeping or equivalent training and work experience.
- b. Computer literate. Able to use computers to input, retrieve and display accounting information, and 10 key by touch.
- c. Bondable.

Preferred Qualifications:

- a. Basic knowledge of Microsoft Excel and Word.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: C

JOB DESCRIPTION

Position Title: Account Clerk (P/R & A/P)

Date: August 29, 2011

Department: Accounting

FLSA Status: Non-exempt/hourly

Reports to Accountant

Subordinates: None

Primary Responsibilities:

The Account Clerk (P/R & A/P) performs a variety of bookkeeping duties including processing payroll, personnel related documents and payments.

Essential Functions:

1. Payroll Duties

- a. Assemble, verify and prepare payroll data for transmittal input and processing.
- b. Input payroll data to transmittal and submit online for processing.
- c. Maintain employee and payroll records, including reviewing Social Security, Workers' Compensation and other reports as prepared by Ceridian payroll procedures.
- d. Prepare yearly processing and pay schedules for payroll provider and employees.

2. Payable Duties

- a. Verify invoices and check requests for payment.
- b. Prepare payment vouchers, including entering general ledger coding for expense (program and grant distribution), print checks and distribute.
- c. Maintain disbursements and other accounting files.
- d. Maintain monthly logs for various office equipment and vehicles.
- e. Assist with the preparation of supporting worksheets for the payment of the monthly General Excise Tax.

3. Personnel:

- a. Maintain employee personnel files relative to the filing of employment documents.
- b. Complete all personnel requests for income verification.
- c. May do some typing in completing forms.

4. Other Duties and responsibilities:

- a. Assist in making bank deposits
- b. Assist with duties of Senior Accounting Clerk when necessary.
- c. Perform other duties as assigned by the Accountant.

Working Conditions:

Employee works indoors in an air-conditioned office setting.

Equipment Used:

Uses computer, telephone, adding machine, fax machine, photocopier, typewriter and other office equipment as needed.

Work Hours:

Work hours are determined by the Accountant during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Counts, balances and handles cash as needed.
- c. Works as part of a team with multiple and potentially conflicting priorities.

Skills/Knowledge:

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. High school education which included 1 year of schooling in bookkeeping or equivalent training and work experience.
- b. Ten-key by touch.
- c. Computer literate. Able to use a computer to input, retrieve and display information.
- d. Bondable.

Preferred Qualifications:

- a. Knowledge of computerized payroll processing (Ceridian).
- b. In addition to Minimum Qualifications, has knowledge of Microsoft Word and Excel.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number C 6

JOB DESCRIPTION

Position Title: Accounting Clerk (Receivables)

Date: March 8, 2010

Department: Accounting

FLSA Status: Non-exempt/hourly

Reports to Accountant

Primary Responsibilities:

The Accounting Clerk (Receivables) performs a variety of functions.

Essential Functions:

1. Bookkeeping Duties:

- a. Assist Senior Accounting Clerk with cash receipting and preparing of daily cash deposits.
- b. Assists in maintaining the various A-Plus program payment lists.
- c. Assists in posting receipts to sales journals.
- d. Prepare the A-Plus program billing including the necessary attachments.

2. Other Duties and Responsibilities:

- a. Assists in maintaining accounts receivable records, both manual and computerized.
- b. Prepare payment lists as needed by Senior Account Clerk.
- c. May do some typing in completing forms.
- d. Filing as needed.
- e. Other duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office.

Equipment Used:

Uses computer, telephone, adding machine, fax machine, photocopier, typewriter and other office equipment as needed.

Work Hours:

Work hours are determined by the Accountant during the Center's hours of operation:
Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Counts, balances and handles cash on a daily basis.
- c. Works as part of a team with multiple and potentially conflicting priorities.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. High school education which included 1 year of schooling in bookkeeping or equivalent training and work experience.
- b. Computer literate. Able to use a computer to input, retrieve and display information.
- c. Bondable.

Preferred Qualification:

In addition to Minimum Qualifications, Basic knowledge of Microsoft Excel and Word.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: B 1

JOB DESCRIPTION

Position Title: Office Manager

Date: August 29, 2009

Department: Administration

FLSA Status: Exempt

Reports to: Executive Director

Subordinates: Administration

Primary Responsibilities:

An employee in this position manages the administrative services of the Center's office and directs the traffic controllers to ensure a smooth and efficient office and parking operation. The incumbent provides secretarial and administrative assistance to the Executive Director and exercises independent judgment in the day-to-day operations. This employee receives direct supervision from the Executive Director.

Essential Functions:

1. Secretarial:
 - a. Screen calls, schedules appointments and meetings for Executive Director when requested; provides information to general questions.
 - b. Directs and manages correspondence and inquiries according to general instructions from the Executive Director.
 - c. Prepares minutes of meetings and conferences, as assigned.
 - d. Maintains current computerized membership and donor information.
 - e. Performs and directs staff in a variety of clerical and typing tasks as needed.
2. Administration:
 - a. Maintains and controls an efficient filing system for agency records.
 - b. Directs and coordinates use of classrooms by both program and outside rental
 - c. Maintains rental agreements and equipment loans or rental and controls distribution of agency keys.
 - d. Directs the purchase, storage and disbursement of supplies.
 - e. Directs and implements parking policies and operations, confer with Executive Director for approval.
3. Supervisory
 - a. Supervises the program secretary, driver, yardman, receptionist, clerk, volunteers, traffic attendant, community workers, and workers in work assignments.
 - b. Recruits, hires and supervises parking staff.

4. Other Duties;

- a. Oversees Center's projects as mutually agreed to with the Executive Director.
- b. Serves as liaison with service organizations.
- c. Recruits interested volunteers.

Working Conditions:

Employee works indoors in an air-conditioned office setting but will need to supervise staff whose primary work site is outdoors.

Equipment Used:

- a. Uses computer, telephone, fax machine, typewriter, copier, postage machine, risograph, charge card machine, and 2-way radio system

Work Hours:

Work hours are determined by the Center/Program/Business needs and may extend beyond the Center's hours of operation.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Supervises employees that interact with a variety of clients, employees and the public.
- c. Provides direction to staff with multiple and potentially conflicting priorities.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, provide instructions and train staff in Center's safety procedures.

Minimum Requirements

- a. Graduation from a business or community college with three years work experience including one year of supervisory experience.
- b. Computer literate.
- c. Type 60 wpm
- d. Good communication skills with ability to exercise independent judgment.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: B 5

JOB DESCRIPTION

Position Title: Receptionist

Date: June 24, 2011

Department: Administration

FLSA Status: Non-exempt/hourly

Reports to Office Manager

Subordinates: None

Primary Responsibilities:

An employee in this position receives visitors, phone calls and handles general information requests regarding the Center and its activities. Provides typing, clerical and other administrative support services under the general supervision of the Office Manager.

Essential Functions:

1. Reception:

- a. Greets visitors/clients in a prompt and pleasant manner; provides general information and/or directions to appropriate program personnel in a friendly, courteous manner, be helpful.
- b. Receives incoming calls in a friendly, courteous tone of voice.
- c. Provides general information about the Center's operations and activities; accept program registrations and assists customers with receipt writing. Check forms on counter are well stocked for customers.
- d. Makes telephone contacts with various individuals, as directed but does not give out sensitive phone information without supervisor's permission.
- e. Checks and maintains appearance of reception area.

2. Typing and Clerical:

- a. Type in final form letters and reports from draft copy. Type on computer from draft – daily room schedule and distribute copies to: Executive Director, 2 Seniors. Post a copy outside office and a copy by reception desk (P.M. receptionist)
- b. Receive, sort and distribute mail. (A.M. receptionist)
- c. Post out-going mail – morning person – sort mail
- d. Maintain postage machine – morning person – around 10 am mail is done
- e. Operate office machines including fax and charge card, complete knowledge of phone system.

3. Miscellaneous duties.

- a. Performs tasks as assigned by Office Manager
- b. Attends staff meetings and training seminars upon request by Office Manager
If no backup, receptionist needs to man the phone.

Working Conditions:

Employee works indoors in an air conditioned office setting.

Equipment Used:

Uses computer, telephone, calculator, charge card machine, fax machine, risograph, MCC cell phones and typewriter 2 way radio.

Work Hours:

Work hours are determined by the Office Manager during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments given should be requested by Office Manager who will then determine which assignments to be done first.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Assists parents, senior clients, job applicants and the general public (who may have varying communication skills) in a variety of situations with multiple and potentially conflicting needs.

Skills/Knowledge:

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. Graduate from high school or any combination of equivalent training and experience.
- b. Ability to type 50-60 wpm on typewriter and computer experience with knowledge of Microsoft Word and Excel.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: B

JOB DESCRIPTION

Position Title: Traffic Controller

Date: August 31, 2009

Department: Administration

FLSA Status: Non-exempt/hourly

Reports to: Office Manager

Subordinates: None

Primary Responsibilities:

An employee in this position, performs a variety of tasks related to vehicular traffic and parking control requiring mobility and continuous standing. Incumbent is required to distinguish between visitors to the Medical Building, natural foods store and Moilili Community Center and direct drivers accordingly. Incumbent receives general supervision from the Office Manager.

Essential Functions:

1. Traffic Control.
 - a. Guides traffic safety to and out of grounds; directs vehicles to appropriate parking area; regulate traffic; one-way traffic flow exit to Kapaakea street; no parking areas-assigned stalls with cones (director, supervisors and instructors)
 - b. Insures proper parking in each stall.
 - c. Attaches warning notice to vehicles in violation (example: overnight parking, no parking area, not an MCC customer).
2. Checks for Serious Parking Violations
 - a. Checks and reports to supervisor cars requiring removal if parked more than 2 days
 - b. Reports customer in parking lot not adhering to Traffic attendant instructions.
 - c. Reports any instances of actions affecting safety of Traffic attendant..
3. Deals with customers
 - a. Communicates courteously when dealing with drivers.
 - b. Does not touch vehicle or driver of cars.
 - c. If customer shows hostility or aggression, removes self from the situation.
4. Other Duties
 - a. Inspect and ensure that the roadway and parking areas are clear of objects which obstruct or are destructive to vehicular movement and tires.
 - b. Inspect and check around ground floor: no homeless sleeping in parking lot, check around the vehicles so not tampered with.

- c. Open up main gate by office on Saturdays.
- d. Performs other related tasks as assigned.

Working Conditions:

Employee works outdoors in all types of weather during the Center's business hours.

Equipment Used:

- a. Wears Safety vest when in parking lot.
- b. Utilizes flashlight or any other appropriate safety device as required.
- c. Uses cell phone when needed.

Work Hours:

Work hours are determined by the Office Manager during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm., also Saturday from 7 to 11 am. May occasionally have to work during evening hours in support of MCC events.

Physical, Mental and Communication Demands:

- a. Works with motorists, delivery persons, bus drivers and other vehicle drivers in a variety of situations.
- b. Provides clear instructions based on assessment of driver's needs.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must, follow instructions and safety procedures.

Minimum Qualifications:

- a. Speak clearly and communicate courteously.
- b. Read and write simple reports
- c. Must have normal vision (with correction), capable of observing movements within 100 feet.
- d. Must be physically able to continuously stand and/or walk around to inspect the premises.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: B 7

JOB DESCRIPTION

Position Title: Administrative Aide I

Date: October 22, 2009

Department: Administration

FLSA Status: Non-exempt/Hourly

Reports to: Office Manager

Subordinates: None

Primary Responsibilities:

This position is located in the administrative office and is responsible for the plants, grounds, general repair and cleaning of building exteriors, and security. Receives general supervision from the Office Manager.

Essential Functions:

1. Grounds Supervision:
 - a. Oversees grounds, removes debris, disposes of unwanted items, performs ground maintenance as required.
 - b. Waters and trims hedges, borders, etc.
 - c. Mows lawns, fertilizes and upkeeps paintings, etc.
2. Facility Maintenance.
 - a. Conducts regular inspection of buildings and grounds, reports irregularities.
 - b. Performs minor repairs
 - c. General knowledge of yard electrical equipment, gas mower, hedge trimmer, etc.
 - d. Oversees trash removal, debris, etc.
3. Security.
 - a. Checks and reports to main office any suspicious activities needed to be addressed during the day.
 - b. Oversees grounds for loitering, suspicious activities, disruptions, etc. Contacts police, fire, etc. as required.
4. Other Duties.
 - a. Performs errands as assigned.
 - b. Oversees volunteers as assigned by Office Manager.

Working Conditions:

Employee works outdoors in all types of weather during the Center's business hours.

Equipment Used:

- a. Uses yard electrical equipment-gas mower, hedge trimmer, etc. and maintenance and/or safety equipment.

Work Hours:

Work hours are determined by the Office Manager during the Center's hours of operation: Monday through Friday from 8:00 a.m. to 5:00 p.m.

Physical, Mental and Communication Demands:

- a. Ability to do some heavy physical work.
- b. Recognizes when additional maintenance and upkeep of building is required.
- c. Follows instructions and safety procedures, working to specific routine.
- d. Required to read and write basic information.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate yard and maintenance equipment, and have knowledge of grounds maintenance, pruning, planting, etc.

Minimum Qualifications:

- a. Graduation from high school or equivalent.

VI. OTHER (cont'd)

A. LITIGATION

This agency is not a party to any pending litigation, nor do we have any outstanding judgements.

B. LICENSURE OR ACCREDITATION

Not Applicable

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

Attached.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:


- 1) The 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:
 - a) 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;
 - b) Complies 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;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows 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.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) 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.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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.

Moiliili Community Center

(Typed Name of Individual or Organization)


(Signature)

01/30/2014
(Date)

Nadine N. Nishioka

(Typed Name)

Executive Director

(Title)

