

PHILIP ANA



OBJECTIVE | I would like to use my over [REDACTED] years of experience working for and with the disabled and aging communities to benefit the lives of the people I serve.

SKILLS & ABILITIES | My personal experience growing up with a disability has developed an understanding of the struggles and barriers that people face as they deal with their own disability or challenges that come as they age.

EXPERIENCE | **LONG TERM DISABILITY SPECIALIST, EXECUTIVE OFFICE ON AGING**
OCTOBER 2012 TO PRESENT

- Refer people requesting information or services to appropriate agencies or services in the community
- Coordinate Executive Office on Aging's language access plan
- Provide disability training and/or technical assistance as needed
- Participate on advisory board for No Wrong Door federal grant
- Stay up to date with current aging and disability issues through webinars and training

INDEPENDENT LIVING SPECIALIST, HAWAII CENTERS FOR INDEPENDENT LIVING MAY 1981 TO MAY 2012

OUTREACH DIRECTOR 2003 to 2009 and 2011 to 2012

- Opened office in Hauula, which served rural Oahu from Kahaluu to North Shore and Nanakuli to Makaha
- Supervised and evaluated staff
- Supervised and trained student interns
- Maintained client records

INTERIM EXECUTIVE DIRECTOR 2009 to 2011

- Managed operations, renewed grants, and hired personnel statewide
- Completed annual federal reports
- Submitted proposal to be an employment network under social security
- Provided benefits counseling and employment placement

DEPUTY DIRECTOR 1989 to 2003

- Assisted Executive Director and represented organization in director's *absence*
- Managed programs statewide
- Trained, monitored and evaluated personnel statewide

OAHU CORE COORDINATOR

1984 to 1989

- Trained volunteers and staff to implement agency services
- Monitored implementation of services
- Responsible for documenting performance issues and working with personnel on performance requirements as directed
- Coordinated grant resources through the Hawaii Community Foundation and FEMA
- Developed community services and housing resources
- Refined advocacy skills to appeal benefit decisions

PEER COUNSELOR

1981 to 1984

- Conducted individual intake assessments
- Peer Counselor Advocate
- Delivered services and follow up with individuals about their goals

CASE ADVOCATE, PROTECTION AND ADVOCACY AGENCY (*Work training program*)

1979 TO 1981

- Worked with individuals with developmental disabilities
- Learned disability laws
- Attended IEP meetings
- Coordinated celebration for 1981 international year of the disabled

EDUCATION | UNIVERSITY OF HAWAII AT MANOA, HONOLULU, HAWAII
BS IN HUMAN DEVELOPMENT [REDACTED]

LEEWARD COMMUNITY COLLEGE, PEARL CITY, HAWAII

ASSOCIATE OF ARTS [REDACTED]

I worked as a paraprofessional counselor assisting students, especially disadvantaged minority Hawaiian students, to adjust to college life and keep up with school requirements. I also participated in a program to orient disabled individuals in coping and returning to college.

MCKINLEY HIGH SCHOOL, HONOLULU, HAWAII

DIPLOMA [REDACTED]

REFERENCES | REFERENCES LISTED ON APPLICATION