

David Lunceford

Objective I am hard working, able to learn to learn at a very quick rate, flexible and self-motivated. I am willing to do any task and complete it on time. I am also able to work on multiple projects and complete them in a timely manner. I have management experience and am able to supervise multiple staff and evaluate their progress in the workforce.

Education University of Phoenix
 Bachelors of Science in Human Services

Work experience

December 10, 2018 - Present PARENTS Inc.
 120 Pauahi St Hilo, Hi 96720

PARENTS, Inc. State Program Director

- Supervise Supervisors of all programs and conduct Quality Assurance in Programs including CCSS, IHBS, VCM, and PSSF.
- Facilitate Staff Supervision
- Update Curricula for Parenting Education
- Network Partnerships with State and Community Agencies
- Read and Evaluate Reports
- Program Development
- Payroll
- Produce Quarterly Reports for Hawaii Island Programs
- Ensure Programs are meeting Contractual Requirements
- Facilitate groups
- Provide Staff Trainings

April 2, 2018-Present PARENTS Inc.
 45-955 Kamehameha Hwy.
 Kaneohe, Hi 96744

Oahu Program Director

- Oversee the Entire PARENTS, Inc. Oahu Program
- Supervise Parent Educators in Delivery of Parenting Classes
- Update Curricula for Parenting Education
- Network Partnerships with State and Community Agencies
- Implement New Programs

- Assist with Grant Writing and Grant Implementation
- Read and Evaluate Reports
- Program Development
- Payroll
- Produce Billing Reports for Oahu Programs
- Ensure Programs are meeting Contractual Requirements
- Facilitate groups
- Evaluate Staff Annually

October 2017- March 30, 2018

PARENTS Inc.

120 Pauahi St Hilo, Hi 96720

CCSS-IHBS Supervisor

- Supervise Outreach Counselors, Family Support Case Workers, Intensive Home Based Therapists, and Ohana Time Specialist working within the Program
- Work with LSW on Clinical Cases
- Collaborate with Homebuilders on Program Fidelity
- Coordinate cases to appropriate support staff
- Facilitate Staff Supervision
- Network with State and Community Agencies
- Read and Evaluate Reports
- Program Development
- Ensure Programs are meeting Contractual Requirements
- Facilitate groups
- Evaluate Staff Annually
- Trained in HomeBuilders Fidelities
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2008 – September 28, 2017

Institute For Human Services

546 Kaa'ahi St. Honolulu, Hi 96817

Family Program Manager

- Supervise Case Managers working in the Family Program
- Work with LCSW to supervise and evaluate Interns for practicum
- Collect Monthly Stats for Program Outcomes
- Ensure that the Family Program remains in compliance with CARF Requirements
- Facilitate Staff trainings
- Network with Transitional Programs
- Facilitate groups
- Evaluate Staff Annually

Family Case Manager

- Intake and Exit/ HMIS

- Assess and assist clients
- Create service plans
- Meet with clients on a weekly basis
- Record progress using DAP format
- Communicate with housing projects
- Facilitate groups
- Assist with housing clients

Shelter Assistant

- Day to day operation of the Shelter
- Intake and Exit/ Audits/ HMIS
- Lead Shifts
- Security
- CPR Certified
- Crisis Prevention Intervention (C.P.I.) Certified
- First Aid Certified

2007- 2008

Salvation Army
322 Sumner St. Honolulu Hi 96817

Fleet Supervisor/ Dispatcher

- Set Daily Routes for Drivers
- Monitor Progress.
- Answer Phones
- Customer Service
- Use Microsoft word and Excel

References