

EDUCATION

University of Hawaii, West Oahu
Bachelor's degree in Public Administration, Criminal Justice

University of Hawaii, Kauai Community College
Associates degree in Liberal Arts

CERTIFICATES

National Association for Addiction Professionals, Substance Abuse Professional-2016-2021

State of Hawaii, Department of Health, Alcohol and Drug Abuse Division:
Certificate in Substance Abuse Counseling-2012
Certified Prevention Specialist-2018

EXPERIENCE

The Kauai Inn Aug. 2019 – Dec. 2019 (pt)

Front Desk Agent

2430 Hulemalu Rd., Lihue, HI 96766

- Answers phone calls and respond to company emails
- Assists customers in making reservations.
- Processes visitor check-in and checkout information, assigns rooms to guests.
- Processes customer and guest payments.
- Keeps work space clean and orderly.
- Files guest records.
- Performs other miscellaneous clerical duties as necessary.

Garden Isle Rehabilitation and Healthcare Center Aug. 2019 – present (part time)

Social Services Assistant

3-3420 Kuhio Hwy., Lihue, HI 96766

- Interview family members or individuals to obtain a complete family history to determine which services are appropriate and needed.
- Keep accurate, updated, organized records after every client visit
- Perform administrative requirements, such as completing necessary forms, reports, etc.,

State of Hawaii, Judiciary – Kauai Drug Court April 29, 2019 - present

Substance Abuse Counselor

3970 Ka'ana St., suite 300, Lihue, HI 96766

- Conducts substance abuse assessments for persons entering the Drug Court program
- Collaborate with treatment providers on island as well as outer island for appropriate placement of clients to attend treatment
- Conducts process groups and aftercare groups for clients in the Drug Court program

Maile P. Murray

- Schedule community projects with partnering agencies in the community

Hina Mauka-Teen CARE Program
3577 Lala Road., Lihue, HI 96766

July 2018 – April 26, 2019

Clinical Supervisor

- Directly supervises the everyday procedures and efficiency for all Teen CARE sites in providing substance abuse treatment to adolescents. Assessing training needs and provides training as needed.
- Responsible for monitoring client files and counselor's adherence to contract record keeping requirements.
- Supervises counseling provided to adolescents and/or their families involving individual groups sessions, life skills, family education, and other community therapeutic activities.

County of Kauai
4444 Rice St., suite 235, Lihue, HI 96766

Aug. 2016 – July 2018

Prevention Coordinator

- Maintain contract requirements for Partnerships For Success grant including budget, expenses, billing, and training
- Build Kauai's substance abuse prevention system by collaborating with community partners
- Follow guidelines of the SPF-Strategic Prevention Framework
- Conduct training and public presentations on pertinent topics relating to coalition building and environmental strategies
- Build a central substance abuse prevention coalition focusing on underage drinking and youth drug use

Child and Family Service-E Ala Hou
2970 Kele St., suite 203, Lihue HI 96766

July 2009 – July 2016

Certified Substance Abuse Counselor

(Employed at CFS since April 2002 in other programs such as Healthy Start, Baby SAFE, and Comprehensive Counseling and Support Services)

- Coordinate and facilitate intake and assessments using biopsychosocial instruments
- Conduct both group and individual counseling sessions with clients using trauma informed approach
- Prepare and implement appropriate treatment plans
- Collaborate with other service providers such as Judiciary and Child Welfare Services to ensure client participation and progress
- Input all client information into web-based data system as required by the Alcohol and Drug Abuse Division

Child and Family Service-WorkLife Hawaii
EAP Counselor IV

Jan. 21, 2016 to April 2018
Hourly

- Evaluates employees in safety-sensitive and non-safety sensitive positions who have violated a Department of Transportation or workplace drug and/or alcohol regulation

Maile P. Murray

- Conducts assessment and recommends appropriate level of treatment using instruments such as SASSI, ASAM, and DSM V

SKILLS

- CPR/First Aid certified
- Trained facilitator for Kamalama Parenting Curriculum
- Trained facilitator for Substance Abuse Prevention Skills Training
- Strong organizational skills and ability to keep accurate and complete records.
- Familiar with case management processes

COMMUNITY AFFILIATIONS AND ACKNOWLEDGMENTS

- Former Chair of the Mayor's Advisory Committee on Treatment and Committee on Prevention
- Women In Need Kauai Advisory Board Member
- Tobacco Free Coalition of Kauai
- Kauai Rural Health Association
- Member of NAADAC