

Charlene Haunani Taketa

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Work Experience

Kahu

Lanakila Congregational Church

2014 – Present

Responsibilities: Provides spiritual support to church members, community outreach to family and organizations upon request.

Supervisor: Lanakila Board of Trustees

Patient Navigator

West Hawaii Community Health Center

2017 - Present

Responsibilities: Care coordination for individuals with chronic morbidity. Duties included: documentation of encounters with patients in the clinic, home visits, monitoring patient's blood glucose, vitals, educate patients on the use of their glucometer and self- administering on insulin. Participate as a team member for patient's centered home health care.

Supervisor: Ms. Desiree Jenkin

Patient Navigator

West Hawaii Community Health Center

2012 -2014

Responsibilities: Care coordination for individuals with chronic morbidity. Duties included: documentation of encounters with patients in the clinic, home visits, monitoring patient's blood glucose, vitals, educate patients on the use of their glucometer and self- administering on insulin. Participate as a team member for patient's centered home health care.

Supervisor: Jasmine Kiernan

Care Coordinator

Neighborhood Place of Kona

2007 – 2011

Responsibilities: Assessment, coordination, home visits, referral to community resources to meet family's needs, follow up with families for six months and possible extended services based on individual family's progress. Work in partnership with service providers in the community to ensure appropriate services are addressing family's needs.

Supervisor: William Beljean

Child Development Specialist/Clinical Supervisor

Family Support Services of West Hawaii

2001 – 2007

Responsibilities: Oversight of the child development component of the Healthy Start Program, assessment, screening/intervention of all identified special needs children and work as a team with the family support workers and supervisory staff. 25% Clinical Supervisor for the Ka`u Healthy Start staff for six months until a supervisor was hired.

Supervisors: Ms. Maria Dodd, Mr. Michael Kramer, Ms. Catherine Hawkins, Ms. Stone Wolf song and Mr. Patrick Story

Social Worker IV

Malama A Ho`opili Pono

2000 – 2001

Responsibilities: Provide assessment and referral for pregnant Hawaiian, part-Hawaiian, Pacific Islanders, Japanese and Spanish women to resources in the community.

Supervisor: Ms. Sandy Toyama

Program Manager

Family support Services of West Hawaii

199 – 2000

Responsibilities: Supervise home visitors in Kona, Waikoloa and Ka`u. Program provided prenatal and infant curriculum to families who meets the Federal poverty level for services.

Supervisor: Ms. Joann Freed

District Coordinator

Alu Like Pulama I Na Keilki

1998m – 1999

Responsibilities: Supervised, do monthly visits with staffs in the Kona, Waimea, and Hilo Offices. Weekly case reviews, individual supervision and processing family intake/assigning home visitors to the new families. Participates in program evaluation, work on project budget and order all program equipment/supplies and keep records of all inventory. Oversees, the implementation of the comprehensive prenatal through infancy curriculum, monitor workshops, field trips, social gathering in keeping with program and organizational objectives. Attend once a month agency meeting on Oahu. Performs other related duties as requested.

Supervisors: Ms. Nola Buffins & Ms. Jean Evans

Family Counselor

Family Support Services of West Hawaii

1997 – 1998

Responsibilities: Provide services to families who were involved with Child Protective Services on a weekly basis. Kept documentation of visits and informed CPS worker on family progress.

Supervisor: Mr. Rick Kinney

Senior Home Visitor

Kamehameha Schools

1989 – 1997

Responsibilities: Provide direct services activities to target families which included implementing comprehensive prenatal through infancy curriculum. Kamehameha Schools was phasing out the Early Education Division the ending of 1997. Left position after 10 years of service.

Supervisor: Ms. Barbara Souza

Senior Home Visitor

Kamehameha School

1988 – 1989

Responsibilities: Supervised the home visiting staff which consist of 3 home visitors and a clerk, provide daily guidance/leadership, conducts case review, process family intakes and assign home visitors to the new families. Acts as liaison between community agencies and advisory council to allow diverse community feedback. Participates in program evaluation, work on projected budget, order all program equipment/supplies and keep records of all inventory. Performs other related duties as requested.

Supervisor: Ms. Barbara Ariyoshi

Home Visitor

Kamehameha Schools

1987 – 1989

Responsibilities: Implementation of a comprehensive prenatal through infancy curriculum through a variety of teaching techniques which includes modeling, direct instruction and participant observation. Schedule weekly home visit with families, collect data for program evaluation, provides families with information on community health and social services. Performs other related duties as requested.

Supervisor: Ms. Heinne Kaaa

Case Manager

Child & Family Services HITS

1985 – 1987

Responsibilities: Finds eligible pregnant or parenting teenagers through referral from the community. Provides outreach to the target population, review the program's service and assess perceived needs with the clients. Assures development of a basic care plan in collaboration with the clients in obtaining services, making direct referral or resolving barriers to obtaining services. Collaborates with others in the client's support system, provides regular follow up of clients to reassess needs/resources, coordinates with all service providers in formal service delivery system on behalf of the clients. Recruits and supervise Youth Advocates, performs administrative tasks related to the caseload. e.g., recordkeeping, dictation, and completion of statistical forms. Keep all records confidential.

Supervisor: Mr. Carl Hill & Ms. Janice Baxter

Home Maker

Department of Health Kona Child Development Program
1979 – 1985

Responsibilities: Providing respite services to families of children with developmental disabilities, supportive services to families experiencing stressful situations personal care and training activities of daily living to the developmentally delayed children.

Supervisor: Ms. Claire Oue

Education

Certificate of Completion – John Makuakane Institute for Christian Leadership 2013

Certificate of Completion Olohe Lua Po`okela o ka Pa-Kui-A-Holo 2011

BA in Sociology – University of Hawaii at Hilo - 1998

AA in Liberal Arts with Honors– University of Hawaii at Hilo 1997

Certificate of Completion in Human Services – University of Hawaii at Hilo 1992

Certificate of Completion Continuing Education Program of the School of Social Work Practice,
Traditions and Change – University of Hawaii 1990

Certificate of Completion Ho`oponopono – Ka Po`e Hale Kupuna Malia Craver 2008