

Sharon Joseph

From: Camielle Call <camielle@att.net>
Sent: Thursday, May 25, 2017 3:36 PM
To: Human Resources
Subject: Interim Administrator - City & Borough of Sitka
Attachments: CCall - Interim Admin App - May 25 2017.pdf; CCall - Resume - 2017.pdf; CCall - Cover Ltr - Interim Administrator 2017.pdf

Hello Sharon,

Once again, thank you so very much for your assistance and clarification regarding both the position and the application process. I have attached my cover letter, resume, and the City application in pdf format.

For your information, and Mark's, I am currently traveling and will be returning to Sitka on June 4th. In my humble opinion, the timing is quite fortuitous!

Thank you, you are the best!

Take care,
Camielle

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Camielle Call, LCSW, QCSW  
Consultation / Supervision / Workshops  
P.O. Box 473  
Sitka, Alaska 99835  
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"The habit of saying thank you is the mark of an educated man or woman.
Express appreciation to everyone who does you a favor or assists you in any way."
~Gordon B. Hinckley

Camielle Call, LCSW, QCSW

Licensed
Clinical Social
Worker.
Qualified
Clinical Social
Worker

May 25, 2017

Mayor & City and Borough of Sitka Assembly
c/o Human Resources
100 Lincoln Street
Sitka, AK 99835

Dear Mayor & Sitka Assembly:

I am pleased to take this opportunity to introduce myself as a candidate for the position of Interim Administrator for the City and Borough of Sitka. My examination of the position responsibilities confirm that my experience and skills match very well with the position needs of Sitka.

Collaboration, support, respect, and high ethical standards guide my leadership philosophy and practice. I have extensive successful leadership experience, as outlined in my attached resume. This includes not only job experience, but also participation and leadership (holding multiple positions on the national and local levels) within the organization of my profession, the National Association of Social Workers (NASW).

It is my belief and practice that an effective leader is able to manage and execute wise financial decisions, business growth and operations, as well as creating good rapport and respect among staff, clients, and associates. I have those abilities and exercise them well. I have been proven able to make the "tough decisions" in regards to individuals and business practices. I am fair, reasonable, capable, and willing to roll up my sleeves and work hard on every level.

I am available at your convenience for an interview. Please feel free to contact me by phone (817.471.6057) or email (LCSW@att.net). I look forward to hearing from you soon.

Respectfully,

Camielle Call, LCSW, QCSW

Camielle Call
P.O. Box 473
Sitka, Alaska 99835





City and Borough of Sitka
 An Equal Opportunity Employer
 100 Lincoln St. Sitka, AK 99835
 Phone No. (907)747-1816 Fax No. (907)747-1846

Applicant Information

Last Name		First Name		Middle Name
Call		Camielle		NMN
Residence Address	Street	City	State	Zip Code
1308-B Edgecumbe Drive		Sitka	Alaska	99835
Mailing Address	Street	City	State	Zip Code
P.O. Box 473		Sitka	Alaska	99835
Telephone Number	Email Address		Social Security Number	
817-471-6057	LCSW@att.net		[REDACTED]	

Position Applied for <i>Interim Administrator, City and Borough of Sitka</i>	Date May 25, 2017
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A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. **All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.**

Criminal Convictions: A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence **AND** had the conviction(s) set aside by court order, need not list the conviction **UNLESS** the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

If you are under 18 years of age, can you provide required proof of your eligibility to work? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of your Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do you have a valid Alaska Drivers License? <i>If yes, please provide number</i> [REDACTED]	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Are you available to work:	<i>Full Time</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Part Time</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Temporary</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date available to work: <u>~~~~~JUNE 5, 2017~~~~~</u>			
If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	<i>Evenings</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Nights</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Weekends</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Holidays</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Have you been convicted of a misdemeanor within the last five years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.</i>			

Education			
High School			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Troy High School, Troy, Michigan	General	Three (3)	Diploma
Undergraduate College			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Utah State University, Logan, Utah	Social Work	Three (3)	Bachelor of Social Work (BSW) - 1984
Graduate Professional			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
University of Utah Graduate School of Social Work Salt Lake City, Utah	Social Work w/ Administrative Emphasis	Three (3)	Master of Social Work (MSW) - 1990
Graduate Professional			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Walden University 100 S Washington Ave #900 Minneapolis, MN 55401	Social Work w/ Criminal Justice Emphasis	Three (3)	Expected Graduation: 2018
Others (specify)			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Peace Officer Standards & Training (POST) Salt Lake City, Utah	Law Enforcement	N/A	Certificate – Certified Peace Officer

Employment History			
Most Recent Employer		Address	Phone Number
Self		P.O. Box 473, Sitka, AK 99835	817-471-6057
Date Started	Starting Salary Per Hr	Starting Position	
1992	\$50.00 Hour	Private Practice / Business Consultant & Contract Supervisor	
Date Left	Salary on Leaving Per Hour	Position on Leaving	
Current	\$275.00 Hour	Private Practice / Business Consultant & Contract Supervisor	
Name and Title of Supervisor		Reason for Leaving	
Self		Current	
Duties/Responsibilities			
Please see attached resume			
May we contact your present employer?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Employer		Address	Phone Number
University of Alaska Southeast – Sitka		1332 Seward Avenue, Sitka, AK	907-747-7700
Date Started	Starting Salary Per	Starting Position	
November 2008	\$64,000 / year	Program Development Administrator	
Date Left	Salary on Leaving Per	Position on Leaving	
August 2015	\$70,000 / year	Program Development Administrator	
Name and Title of Supervisor		Reason for Leaving	
Jeff Johnston, Campus Director		Early retirement to care for terminally ill mother	
Duties/Responsibilities			
Please see attached resume			
Recent Employer		Address	Phone Number
Grants Administrator & H.S. Program Chair		Lincoln Street, Sitka, AK	907-223-3398
Date Started	Starting Salary Per	Starting Position	
August 2005	\$50,000 / year	Grants Administrator & H.S. Program Chair	
Date Left	Salary on Leaving Per	Position on Leaving	
November 2007	\$50,000	Grants Administrator & H.S. Program Chair	
Name and Title of Supervisor		Reason for Leaving	
Dr. David Dobler		College Closure	
Duties/Responsibilities			
Please see attached resume			

Include explanation of any gaps in employment.

1 – Early retirement to care for terminally ill mother; maintained self-employment as Private Practice Consultant. With the passing of my mother I am now available for full time employment.

2 – Perceived gap between Sheldon Jackson College and UAS-Sitka: Maintained income through own

Private Practice / Business Consultant**Other Qualifications**

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

In addition to excellent computer skills: grant writing; budget oversight; exceptional interpersonal communication skills; excellent verbal and written communication skills; and more. Please see attached resume.

Describe any job-related training received in the United States military.

N/A

List professional, trade, business, or civic activities and offices held.

Multiple – please see attached resume.

List professional, trade or business licenses held.

Qualified Clinical Social Worker (QCSW)	National Association of Social Workers Certification	Current
Clinical Social Worker (LCSW)	State of Alaska (License #395)	Current
	State of Idaho (License #LCSW-961)	Current
	State of Hawaii (License #LCSW-4076)	Current
Certified Peace Officer	State of Utah POST	1985-1999

Additional Information

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.

I have lived in Sitka since 1999, I own a home here and truly have found it to "be home" for me over the last two decades. It is with great honor that I would serve as the Interim Administrator for the City and Borough of Sitka.

References

Do not include family members or past supervisors.

Name	Phone Number	Occupation
CAROL SEACORD, LMSW, ACSW, BCD (COLLEAGUE)	616.676.4003 CLAS@CAROLSEACORD.COM	PRIVATE CLINICAL PRACTICE
SHELDON SCHMITT (COLLEAGUE)	907-738-3150	SITKA POLICE DEPARTMENT POLICE CHIEF, RETIRED
PATTY BAUDER (PERSONAL FRIEND)	907-738-9900	SUPERVISOR, DELTA AIRLINES

Note to Applicants:

DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

☒ Yes ☐ No

APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers,

criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I **DIRECT** you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. I **RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I **CERTIFY** that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.


I **AGREE** to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

Camielle Call
Signature

May 25, 2017
Date

**City and Borough of Sitka
Equal Employment Opportunity Survey**

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
Call	Camielle	NMN
<i>Position Applied For</i>		<i>Social Security Number</i>
Administrator – City and Borough of Sitka		

To All Applicants

The information requested on this page is necessary for the City and Borough of Sitka to comply with the regulations of Alaska State Commission for Human Rights. This information will not be seen by the hiring board for any jobs that you are applying for, it will be kept confidential and be available only to Federal and State personnel legally charged with administering Civil Rights Laws and Regulations. However, statistical information compiled from records on age, sex and race shall be made available to the public.

AGE INFORMATION	
<i>Your Age</i>	<i>Date of Birth</i>

RACE, ETHNICITY AND GENDER INFORMATION

	Female	Male
Alaskan Native	<input type="checkbox"/>	<input type="checkbox"/>
American Indian	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
Black	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>
Mixed	<input type="checkbox"/>	<input type="checkbox"/>

Definitions of Racial/Ethnic Groups

The racial/ethnic groups for Federal and State reporting purposes are defined as follows:

Alaskan Native~ A person having origins in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliation or community recognition. Alaskan Native may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabaskan, Tlingit, Haida or Tsimshian origin.

American Indian~ A person having origins in any of the original peoples of North America (not including Alaska) and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander~ A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Black~ A person having origins in any of the Black racial groups of Africa (not of Hispanic origin).

Hispanic~ A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White~ A person having origins on any of the original people of Europe, North Africa or the Middle East (not of Hispanic origin).

Mixed~ A person whose parents or ancestors are from two or more ethnic backgrounds described in this section.

CAMIELLE CALL, LCSW, QCSW
LICENSED CLINICAL SOCIAL WORKER

P.O. Box 473
SITKA, ALASKA 99835

817.471.6057
lcswh@att.net

CAREER HIGHLIGHTS (Please see "Career Details" on page 5)

Private Practice Consultant	Contract administration, business, education Law enforcement consultation Clinical supervision	1992-Current
Program Development Administrator	University of Alaska Southeast, Sitka Campus	2008-2015
Interim Manager, Student Success Center	University of Alaska Southeast, Sitka Campus	2013-2014
Grants Administrator & Human Service Program Chair	Sheldon Jackson College, Sitka, Alaska	2005-2007
Executive Director Sound Alternatives Behavioral Health Clinic	Cordova, Alaska	2004-2005
Executive Director Sitka Mental Health Clinic	Sitka, Alaska	1999-2003
Contract & Adjunct Teaching & Instruction	Multiple institutions / sites	1996-2003
Private Practice Clinical Social Worker	Direct clinical service - individuals, families, groups Logan, Utah - multiple sites	1992-2000
Psychiatric Social Worker & Discharge Planner	Logan Regional Hospital, Logan, Utah	1988-1992
Utah POST Certified Police Officer	USU Police Dept. / North Park Police Dept. Logan, Utah	1984-1989

EDUCATION

Doctor of Social Work (DSW)	Walden University School of Social Work Baltimore, Maryland	2018
Master of Social Work (MSW)	University of Utah Graduate School of Social Work Salt Lake City, Utah	1990
Utah Peace Officer Standards & Training	Salt Lake City, Utah Police Academy	1985
Bachelor of Arts, Social Work	Utah State University, Logan, Utah	1984

LICENSURE / CERTIFICATION

Qualified Clinical Social Worker (QCSW)	National Association of Social Workers Certification	Current
Clinical Social Worker (LCSW)	State of Alaska (License #395) State of Idaho (License #LCSW-961) State of Hawaii (License #LCSW-4076)	Current Current Current
Certified Peace Officer	State of Utah POST	1985-1999

PROFESSIONAL AFFILIATIONS/COMMUNITY SERVICE

National Association of Social Workers (NASW)	Member in good standing, Alaska Chapter	Current
NASW-Recommended Film Consultant	Feature Film <i>White Orchid</i>	2014
Chair, NASW Social Work & the Courts	Specialty Practice Section	2010-2015
NASW-AK Continuing Education Committee	Member	2009-2015
NASW-AK Ethics Committee	Member	2009-Current
Center for Medicare/Medicaid Services (CMS)	Technical Expert Panels Content Expert	2006-Current
NASW-AK Annual Conference Committee	Member, Alaska State Chapter	2009-2013
NASW-AK Board	Vice President	2009-2011
NASW-AK Conference Program	Chair	2009
NASW Private Practice Section	Member	2008-2010
NASW Private Practice Section Clinical Standards Work Group	Member	2001-2004
NASW Practice Research Network Workgroup	Member	1999-2003
Sitka Health Needs Commissioner	Member by City Assembly Appointment	2000-2003
NASW Private Practice Section	Chair	1998-2000
NASW Private Practice Section	Member & Newsletter Editor	1996-1998
Special Populations Healthcare Provider Financial Assistance Committee	Member by Governor Appointment	1997-1999
NASW Communications Network	Technical Advisor	1994-1999
NASW-Utah Workshop/Conference Committee	Chair	1995-2000
UT Social Work Law/Ethics Exam Committee	Member by State Appointment	1993-94 & 1997
Utah Attorney General's Safe-At-Home Program	Facilitator	1996
NASW-UT Political Action for Candidate Election	Chair	1995-1999
NASW-Utah	Vice President	1995-1996
Utah Division of Family Services Administrative Review Panel	Member, Northern Region	1995
NASW-Utah	Clinical Liaison to National Office	1994-1999
Cache Chamber of Commerce	Member, Cache County, Utah	1993-1998
Chamber of Commerce Ambassadors	Member, Cache County, Utah	1997-1998
UT Attorney General's Regional Exchange Effort	Member, Logan Team	1994-1996
UT Dept of Occupational & Professional License	Ethical Adjudication Advisor	1992-1994
NASW UT Chapter Board	Representative-at-Large	1993-1994
Intermountain Private Practice Association	Member	1992-1998

PRESENTATIONS & WORKSHOPS

2004 – Present

Planned Presenter	NASW-AK 2017 State Biennial Conference	<i>Supervision: Professional and Ethical Responsibility</i>	October 2017
Presenter w/ Carol Seacord	NASW 2016 National Conference Washington, DC	<i>Starting Your Social Work Practice</i>	June 2016
Featured Presenter Speaking Tour	Austin, Texas Texas Chapter, NASW	<i>The Business & Ethics of Private Practice</i>	May 2014
Presenter	NASW-AK 2013 State Biennial Conference	<i>Compassion Fatigue; Compassion Resiliency</i>	October 2013
Presenter	NASW-AK 2012 Annual Conference Anchorage, Alaska	<i>Supervision: Professional & Ethical Responsibility</i>	September 2012
Presenter	NASW-AK 2011 Annual Conference Anchorage, Alaska	<i>Compassion Fatigue: The Quiet Killer</i>	October 2011
Presenter	NASW-AK 2010 Annual Conference Fairbanks, Alaska	<i>Supervision: Professional & Ethical Responsibility</i>	October 2010
Presenter	42 nd Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>But I Did Not Learn Business & Marketing in Graduate School!</i>	August 2010
Presenter	NASW-AK 2009 Annual Conference Anchorage, Alaska	<i>Ethics: To Do or Not To Do</i>	October 2009
Presenter	NASW-AK 2008 Annual Conference Anchorage, Alaska	<i>Business and Ethics of Private Practice</i>	October 2009
Presenter	NASW-AK 2008 Annual Conference Anchorage, Alaska	<i>Ethics: To Do or Not To Do</i>	October 2009
Presenter	41 st Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Ethics: It Can Be An Adventure!</i>	August 2008
Presenter	40 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>The Art of Supervision</i>	August 2008
Presenter	39 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Ethics: To Do or Not To Do</i>	August 2007
Presenter	39 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Internet Predators</i>	August 2007
Presenter	38 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>The Business of Private Practice</i>	August 2006
Presenter	38 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Mediation & Conflict Resolution</i>	August 2006
Featured Presenter Speaking Tour	NASW Chapters: Albuquerque, NM; Austin, TX; Houston, TX; Indianapolis, IN; Kansas City, KS	<i>The Business and Ethics of Private Practice</i>	August 2006
Presenter	37 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Staying Ahead of the Ethics Curve</i>	August 2005
Presenter	37 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Head-Trippin' with Music</i>	August 2005
Presenter	4 th Annual Alaska Rural Behavioral Health Conference, Anchorage, Alaska	<i>Ethics in the Age of HIPAA and Accountability</i>	December 2004
Presenter	4 th Annual Alaska Rural Behavioral Health Conference, Anchorage, Alaska	<i>Compassion Fatigue</i>	December 2004
Presenter	35 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Compassion Fatigue</i>	August 2004
Presenter	35 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Assessing Suicide Lethality</i>	August 2004
Presenter	35 th Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Ethics in the Age of HIPAA and Accountability</i>	August 2004

CAREER DETAILS

Private Practice Consultant

- 1) Clinical, administrative, business, education consultation, clinical supervision
- 2) Contract Grant Researcher and Writer, Sitka Community Hospital
- 3) Technical Expert, Centers for Medicare & Medicaid Technical Expert Panels
- 4) Contract Supervisor, Sitka Community Hospital Medical
 - a. Social Work Services acute care and long-term care signature supervision
 - b. Policy & procedure writing & updating
- 5) Contract Supervisor, individuals pursuing professional licensure
- 6) General Consultation
 - a. Private practitioners & individuals working toward licensure
 - b. Agencies & organizations
 - i. Ethics
 - ii. Business
 - iii. Marketing
 - iv. Functional organizations
- 7) Workshop/Seminar Presenter
 - a. Private practice
 - b. Business
 - c. Ethics
 - d. Criminal Behavior
 - e. Internet Crime
 - f. Compassion Fatigue
- 8) Interim Director, Southeast Alaska Independent Living
- 9) Interim Director, Gateway Human Services
- 10) Consultant, Law enforcement agencies
 - a. Internet Predators
 - i. Local law enforcement
 - ii. U.S. Customs
- 11) POST-Certified Instructor
 - a. State of Utah Bridgerland Police Academy

Program Development Administrator, University of Alaska Southeast (UAS)

- 1) General grants oversight
 - a. Reporting
 - b. Budgeting
 - c. Staff management
 - d. Monthly review of all grants financials
 - e. Seek out & provide potential grant opportunities information
 - f. Write and/or write specific proposals
 - g. Interact with
 - h. Timely submission of all grants-related documentation
 - i. Write and/or copy-edit documentation including full proposals
 - j. Liaison with Juneau grants and budgets office
- 2) Technical writing
 - a. Policies and procedures
 - b. UAS-Sitka correspondence
- 3) Annual graduation ceremony oversight
 - a. Graduation Commencement Chair
 - b. Responsible for graduation success
- 4) **Student Success Center Manager (Interim Position)**
 - a. In capacity of Program Development Administrator:
 - i. Interim Manager for the UAS Student Success Center
 1. Managed day-to-day operations of Center

- a. Staff oversight
- b. Student assistance
- c. Student advising
- d. Tutoring
- e. Testing
2. Handle budgetary management
3. Complete annual performance evaluations
4. Maintain excellence in student services

Grants Administrator & Human Service Program Chair, Sheldon Jackson College

- 1) Grants Administration
 - a. Private, State, Federal Grants
 - i. Created positive relationships with all grant funders
 - ii. Re-established positive relationships with current and former grant funders
 - iii. Updated quarterly, biennial, & annual reports
 - iv. Assured timely and effective submission of all grant reports
 - v. Oversight of accurate financial reporting for all grants
- 2) Human Service (HS) Academic Program
 - a. Chaired academic program
 - b. Provided academic advising for all students enrolled in HS Program
 - c. Hired adjunct instructors for HS Program courses
 - d. Revamped HS Program
 - i. Created practica placements for HS students
 - ii. Maintained positive relationships with HS student placement supervisors
 - iii. Updated HS courses
 - e. In conjunction with local law enforcement (Sitka Police Department, Alaska Trooper Academy)
 - i. Created special emphasis program
 - ii. Human Service Program with emphasis in Law Enforcement
- 3) Assistant Professor – Human Service Program
 - a. Course instruction for multiple courses (Curriculum Vitae [CV] available upon request)
 - b. Managed students in all aspects of each course taught

Executive Director, Sound Alternatives Behavioral Health Clinic, Cordova, Alaska

- 1) General oversight of day-to-day clinic operations
- 2) Assure compliance with all grant-funding and state/federal expectations
- 3) Staff oversight
 - a. Assure compliance with agency and funder expectations
 - b. Update current policies and procedures manuals
 - c. Hiring / Corrective Action / Termination
 - d. Financial oversight
 - e. Clinical supervision
 - f. Clinical direct services as needed
 - i. Clinical Staff
 1. Assure compliance with codes of ethics & direct clinical service
 - a. Mental health
 - b. Drug / alcohol treatment
 - c. Developmental disabilities
 - ii. Operations Staff
 - iii. All aspects of day-to-day operations

Executive Director, Sitka Mental Health Clinic, Inc.

- 1) General oversight of day-to-day outpatient clinic operations
- 2) Collaborative work with staff and Volunteer Board in transitioning agency to consistent & fiscally stable agency
- 3) Assured compliance with all grant-funding and state / federal expectations
- 4) Grew program for CMI (chronically mentally ill adults) to include a sheltered workshop
- 5) Grew SED (severely emotionally disturbed) children's program to include regular summer activities

6) Staff oversight

- a. Assure compliance with agency and funder expectations
- b. Update current policies and procedures manuals
- c. Hiring / Corrective Action / Termination
- d. Financial oversight for all aspects of agency
- e. Staff oversight
 - i. Clinical staff
 - 1. Assure compliance with codes of ethics & appropriate direct service
 - a. Mental health
 - b. Drug / alcohol treatment
 - ii. Operations Staff
 - 1. All aspects of day-to-day operations
- f. Clinical direct services as needed

Contract Adjunct Teaching & Instruction

- 1) Adjunct Professor
 - a. University of Alaska Southeast
 - b. Adjunct Professor, Sheldon Jackson College
- 2) Contract Teacher – Sitka High School
- 3) Clinical Instructor – University of Utah Graduate School of Social Work
- 4) Practicum Instructor – Utah State University Social Work Program
- 5) Utah POST-Certified Instructor – State of Utah Bridgerland Police Academy

Private Practice Clinical Social Worker

- 1) Direct clinical therapy service
 - a. Individuals
 - b. Families
 - c. Groups
- 2) Program Director – Utah Alcoholism Foundation – Ogden, Utah
- 3) Director of Clinical Treatment Services, Youthtrack, Inc. of Utah and Idaho
- 4) Program Director, Pathways Residential Treatment Center for adolescent sex offenders
- 5) Home Health Social Worker, Community Nursing Service
- 6) Clinical Director/Contract therapist, Intermountain Youth Care
- 7) Clinical Director/Contract therapist, Youth Services International

Psychiatric Social Worker & Discharge Planner

- 1) Logan Regional Hospital
 - a. All aspects of assessment, crisis intervention, emergency room, and discharge planning
 - b. Appropriate documentation adhering to JCAHO regulations
- 2) Logan Regional Hospital Psychiatric Unit
 - a. Individual assessment and therapeutic intervention
 - b. Family therapy
 - c. Appropriate documentation adhering to JCAHO regulations

Utah POST Certified Police Officer

- 1) Utah State University Police Department
- 2) North Park Police Department

References available upon request