



# HCAP Weekly

For the week of July 27, 2009

**New!** HCAP Weekly will now feature a section named "Tom's Tech Tip". If anyone has a tip that they would like to share please send them to: [tomt@hcapweb.org](mailto:tomt@hcapweb.org)

## Tom's Tech Tip:



### The first tip is for the Main Office and Districts:

**Q**uestion: How do we check our office voicemail from a remote location?

**A**nswer: Dial your office line. Wait until your voicemail greeting appears and then press \* Enter your password and then simply follow the instructions to retrieve your messages!

Kumuhonua welcomed 2 new residents this week bringing our total to 35 residents in house. Next week, we will welcome 3 more new residents. The Program Manager completed the *Supervisory Development Series* presented by the Hawaii Employers Council. Case Managers Carrie Shklov and Tara Wynn attended a one day *Non-Violent Crisis Intervention* training presented by CPI. HPU nursing students presented a workshop on *Life Skills* and the Kumuhonua Neighborhood Watch group held their monthly meeting with HPD. Our Program Manager attended the Lokahi Agency Orientation.

Students from Central O'ahu District Center's Competency-Based High School Diploma Program who took the mastery test all passed and will be receiving their diplomas. **Congratulations!** to all of them. A total of nine students took the test.

Kalihi District Staff recently formed a partnership with Goodwill Industries of Hawaii to assist our clients, particularly from the Men's (Laumaka) and the Women's (TJ Mahoney) Work Furlough Programs. Clients will benefit from the Job Search Training (JST) that will be made possible through this partnership. The JST will

include various topics: *Making Resumes and Cover Letters, Application Preparation, Job Search Strategies, and Interviewing Skills*. Clients will have access to a wide array of resources at both our Kalihi District Center as well as Goodwill offices. These resources will include, but not be limited to, computers, printers, reference-library, daily news paper, copy machine, fax machine and telephones. Access to these resources is expected to assist clients with their job search. Our Kalihi District Manager Ace Tufu, who is also our Weatherization Program Manager, recently attended a Weatherization Conference. Ace will be sharing his learning experiences and ideas on how we are able to improve our existing program.

During the month of July, Leeward District staff distributed school supplies to 368 children through the Ready to Learn Program. Staff is currently getting ready for the TEFAP Surplus Food Distribution that will commence in August. Outreach is ongoing. Flyers and brochures are being distributed throughout the community. We would like to bid a fond farewell to our Community Worker, Pam Kido. We will miss her and wish her the best in her future endeavors.

Our Head Start Program was recently featured in James & Abigail Campbell Family Foundation's 2008 Annual Report. A small grant recently received from the Foundation was highlighted featuring our ongoing efforts to promote healthy eating habits among children.

