

## General Information

Board/Commission and seat you are seeking:  
Mental Health Board, Health and Social Services

Additional Boards/Commissions of interest:

Preference Order Board

- 2) Mental Health Board
- 3) Personnel Board
- 4) Homeless Council

State Boards/Commissions on which you have served:  
none

First Name  
Kayla

Middle Name  
R

Last Name  
Green

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Military Service

## Conflict of Interest

Full disclosure of personal financial data under AS 39.50.010 is required for certain boards and commissions. Are you willing to provide this information if required for the board or commission which you are applying?

Yes

Service in a public office is a public trust. The Ethics Act (AS 39.52.110) prohibits substantial and material conflicts of interest. Is it possible that you or any member of your family will benefit financially by decisions to be made by the board or commission for which you are applying? If you answer 'yes' to this question you MUST explain the potential financial benefit.

No

Please explain the potential financial benefit

## Employment History

Employment work history including paid, unpaid, or voluntary.

## EMPLOYMENT HISTORY

Southcentral Foundation  
Anchorage Alaska

Manager  
Anchorage, Alaska  
12/17-Current

Highly skilled leader of people who develops relationships with their team, colleagues and customers to manage the daily operations of the department. Daily operations include hiring, performance management, budget, strategic planning and improvement.

Benefit Enrollment Specialist  
Anchorage, Alaska  
03/17-12/17

Assisted SCF to achieve the goal of increasing the number of customer-owners enrolled with a third party payer. Conducted public education and outreach activities to raise awareness about the Exchange and the full range of health insurance coverage options. Maintain expertise in eligibility, enrollment, and program specifications. Provide information and services in a fair, accurate, and impartial manner.

Facilitate selection of a Qualified Health Plan. Make referrals to any applicable office of health insurance ombudsman, consumer assistance program (CAP) or other State agency that can help enrollees with a grievance, complaint or other questions. Provide information in a manner that is culturally-appropriate to the needs of the population being served by the Exchange including individuals with limited English proficiency; and ensure accessibility and usability of Navigator services by individuals with disabilities. Screened and evaluated whether customer-owner may qualify for any known payer sources, i.e. Medicaid, Medicare, Denali Kid Care, VA and/or the Federal Insurance Marketplace; and provides assistance to the customer-owner for the enrollment process.

Universal Health Services Inc., North Star Behavioral Health  
Anchorage Alaska

Mental Health Specialist III, North Star Behavioral Health,  
Anchorage, Alaska

August/2014-October/2017

Provides leadership and direction to MHS I and II staff through training, giving appropriate feedback through evaluations, and ensuring documentation reflects treatment goals as well as State and JHCO standards. Coordinates staff assignments and role models appropriate communication and behaviors.

HR Intern, North Star Behavioral Health,  
Anchorage, Alaska

May/2013-August/2013

Had the opportunity to understand a wide variety of HR functions in a mental health hospital setting. Created exit interview protocol, employee engagement survey, and recognition programs. Also participated in on boarding, background checks, training and development, and participated in the interview process.

Mental Health Specialist II, North Star Behavioral Health,  
Anchorage, Alaska

August/2011-August/2014

Provided direct care to patients with psychiatric disorders. Ensured the safety and well being of patients and supported the maintenance of therapeutic milieu. Responsible for planning group therapy, de-escalation, and crisis intervention techniques for staff and residents. Created and implemented treatment plans for patients and support the treatment of various diagnoses and issues. Trained in cultural awareness, First Aide, FASD, MOAB, Handle with Care, and 1,2,3, Magic.

## RELEVANT PROJECTS

Corporate Employee Engagement

Jon M Huntsman School of Business

September/2012-December/2012

As a group we developed an employee engagement framework. We conducted focus groups where we were able to obtain information that assisted us in developing a survey that was sent to all employees regarding employee engagement. We conducted data analysis on the data that we received from the survey to determine areas that influenced employee engagement as well as areas that detracted from employee engagement.

Structured Interview Guide

Jon M Huntsman School of Business

November/2012

As a graduate consultant group for a local organization, through interviews we obtained distinguishing competencies regarding a mechanical engineer position. With those distinguishing competencies we developed a structured interview guide that included specific questions concerning the distinguishing competencies for that specific position.

Job Design

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October/2012

As a graduate consultant group for a local organization, through interviews we obtained distinguishing competencies regarding a mechanical engineer position. With those distinguishing competencies we developed a structured interview guide that included specific questions concerning the distinguishing competencies for that specific position.

Human Resource Strategy Capstone  
Jon M Huntsman School of Business  
September/2013-December/2013

Assesed fundamental theories of business strategy and human resource strategy inside IMDS Corporation.  
Explore leading edge thinking in human resource strategy to be implemented into current HR structure.  
Designing a human resource strategy to capture what areas IMDS was lacking, and benchmark them against the competition to allow for target project dates to be achieved to become a leader in their competitive portion of the medical device industry.

## Education, Training, Experience & Qualifications

List both formal and informal education and training experiences:

Over 5 years of study and work in mental health/chemical dependency field.

5 years of education and work experience in Management and Human Resources

Worked for almost two years managing clinic operations in the homeless population

List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:

Masters in Human Resources Management

Bachelors degree in Psychology

List any community service, municipal government, and state positions held, and any awards received.

NAACP Member

Current

USU MBA Association, VP of Finance

2013-2014

Society for Human Resource Management (SHRM) Member

Current

Alaska Society for Human Resource Management (SHRM) Member

Current

MBA Women International (MBAWI) Member

Current

Association for Psychological Science (APS) Member

Current

Commercial Driver License

Current

Spanish Church Service Mission, Salt Lake City, Utah

2007-09

Gruening Award for Outstanding Community and school Service

2004

## Conviction Record

Have you ever been convicted of a misdemeanor within the past five years or a felony within the past ten years?

No

Conviction Circumstances

## Certification of Accuracy & Completeness

By submitting this online application, I swear the information I have entered on this form is true to the best of my knowledge. I understand that if I deliberately conceal or enter false information on the form my application may be rejected, I may be removed from the list of eligible candidates, or I may be removed from the position. I agree that the Office of the Governor may contact present or former employees or other persons who know me to obtain an additional information about my skills and abilities. I understand that the information on this application is public information and may be released through a legal request for such information.

Type "I certify"

"I certify"

Resume Addendum:

Kayla R. Green

[REDACTED]

### SUMMARY

Focused, professional, bi-lingual, graduate student in Human Resources and Business Administration with proven work ethic, research experience, and communication skills. Able to promote overall organizational goals. Strength in problem solving and conflict resolution.

### EDUCATION

Master of Science in Human Resources

May

2014

Jon M. Huntsman School of Business, Utah State University

Bachelor of Science in Psychology

April

2011

Brigham Young University-Idaho

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Commercial Driver License	Current
Spanish Church Service Mission, Salt Lake City, Utah	2007-09
Gruening Award for Outstanding Community and school Service	2004

#### PROFESSIONAL PRESENTATIONS

North, A., Behrends, A., Green, K., Oquendo, L., Dison, T., Larson, J., & Delton, Y. (2011). Individualistic and structural attributions of poverty in the LDS population. Undergraduate Research Journal of the Human Sciences, 10. Retrieved from, <http://www.kon.org/urc/v10/north.html>.

North, A., Behrends, A., Green, K., Oquendo, L (2010, December). Individualistic and structural attributions of poverty in the LDS sample. Poster presented at the meeting of the Brigham Young University-Idaho Undergraduate Research Conference, Rexburg, ID.

North, A., Behrends, A., Green, K., Oquendo, L (2011, May). Individualistic and structural attributions of poverty in the LDS sample. Poster to be presented at the meeting of the association for Psychological Science Conference, Washington, DC.



