




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Whitney Nakamura</i>		
Board/Commission Name: <i>Seattle Women's Commission</i>		Position Title: <i>Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>Commission</i>	Date Appointed: <i>12/5/2019</i>	Term of Position: * <i>7/2/2018</i> to <i>7/1/2020</i> <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Central District</i>	Zip Code: <i>98122</i>	Contact Phone No.:
Background: Whitney is a mother and pizza enthusiast. She earned a BA in American Ethnic Studies, BA in Comparative History of Ideas, and a Master of Social Work from the University of Washington. While at UW, Whitney participated in a variety of community and student groups, including the University District Racial Equity Project, Mixed UW, Health Equity Circle, and Social Work Asian and Pacific Islanders. Much of her career has involved working with students of color, low-income families and young people experiencing homelessness in California, New York and Washington. Outside of her work at Open Arms Perinatal Services, Whitney is a dedicated community volunteer, and she has supported many local organizations, including the ROOTS Young Adult Shelter, United Way of King County, Teen Feed, the Service Board, Jubilee Women's Center and SafeFutures Youth Center.		
Authorizing Signature (original signature): 	Appointing Signatory: <i>Jamilah Williams</i> <i>Seattle Women's Commission</i>	

Whitney Nakamura

Experience

OPEN ARMS PERINATAL SERVICES, SEATTLE, WA | APRIL 2018-PRESENT

Birth Doula Services (BDS) Program Coordinator

- Process incoming interest and referrals, coordinate Outreach Doula referrals and external referrals, when appropriate; complete new client intake and arrange client/doula matches; maintain client notes and files
- Provide client case management, including check-ins, community referral assistance and resource provision
- Develop and maintain community relationships and communications with referral sources and providers
- Provide coaching and support to eight contract doulas, including ongoing communications and processing debriefs, resource and referral assistance, participation in team meetings and offering training information
- Work with BDS team to maintain program operations, including participation in funder and other external stakeholder meetings, supporting internal PEPS program, processing WestSide Baby orders and data entry

SWEDISH MEDICAL CENTER (FIRST HILL), SEATTLE, WA | SEPT. 2016-JUNE 2017

Women and Children's Case Management Intern

- Delivered a range of social work services to support patients and their families, including psychosocial assessment, counseling, crisis intervention, advocacy, and resource and referral provision
- Built trust and rapport while engaging ethnic and culturally diverse patient populations, including teenage patients and individuals with a history of trauma, poverty, homelessness, CPS involvement, substance use disorders and co-occurring disorders
- Utilized medical records, interdisciplinary consultation and patient assessment to coordinate care and hospital discharge, maintained detailed and complete (Epic) notes and ensured HIPAA compliance
- Exhibited a commitment to enhancing professional knowledge, skills and interdisciplinary involvement as a member of the Perinatal Loss Committee and the Suicide Risk Assessment Clinical Cohort
- Maintained up-to-date knowledge of assigned departments (Antepartum, Labor and Delivery, and Postpartum) to determine caseload and schedule, including daily census review, participation in Women and Children's Case Management meetings and participation in Charge RN meetings; triaged, as needed

THE SERVICE BOARD (TSB), SEATTLE, WA | NOV. 2015-AUG. 2016

Social Work Intern

- Provided leadership, counseling and support to participants (ages 14-18) to promote healthy development, increase program engagement, foster a sense of community and inclusion, and improve retention
- Collaborated with staff to develop organizational tools and program content, including social justice and service learning curriculum, facilitated program activities and coordinated with community presenters
- Engaged parent/guardians, adult volunteer mentors and community partners to strengthen cohesive support to youth participants and enhance community involvement

- Contributed to the development of a new program for tSB alumni and young adults (ages 18-22), including leading planning meetings, creating workshop curriculum, recruitment and advising program participants

SOUND GENERATIONS, SEATTLE, WA | DEC. 2014-NOV. 2015

Lead Client Services Representative

- Managed all incoming interest and referrals (via phone, fax, email and in-person); served as primary point of contact and promoted a supportive, welcoming introduction to the organization and programming
- Provided instruction and assistance to applicants, service providers and other referral sources
- Conducted application assessments, new client intake and program orientation
- Managed program (Salesforce) database and ensured accuracy of data, and maintained detailed client notes
- Provided referrals, including facilitating access to internal resources, as well as community services
- Managed client communications and the coordination of client networks (such as case managers, service providers and family members), as needed; maintained relationships with community partners
- Collaborated with Client Services team, trained team members and provided ongoing coaching and support, created volunteer appreciation initiatives, and coordinated staff coverage and schedules, as needed

PROJECT REACH YOUTH (PRY), BROOKLYN, NY | SEPT. 2013-AUG. 2014

Education Specialist

- Managed a caseload of high school students and provided counseling, resources, academic advising, advocacy support and community referrals, such as youth development, healthcare and wellness programs
- Partnered with students to develop their service plans and work towards their self-identified goals, such as assistance with academic planning, resume development, finding scholarships and application completion
- Built rapport and cultivated supportive relationships with a diverse student population, including youth with a history of poverty, trauma, homelessness, behavioral health concerns, IEPs and truancy
- Ensured the integrity of data collection, managed the program database, generated reports for internal and external stakeholders, assisted with program evaluation, and coordinated trainings and workshops

YOUTH ENGAGEMENT, ADVOCACY AND HOUSING (YEAH), BERKELEY, CA | NOV. 2012-MAY 2013

Shelter Supervisor

- Managed operations of a 25-bed shelter for young adults (ages 18-24) experiencing homelessness, including supervising clients and enforcing program policies, assessing for risk and safety concerns, and maintaining complete program reports, client notes and incident reports
- Provided leadership and guidance to program staff and volunteers, including training, ongoing coaching and appreciation efforts, and completed staff and volunteer debriefs, as needed
- Managed the client list and program capacity, completed new client intake and program orientation
- Maintained a harm-reduction approach to counseling, engagement, and provision of resources and referrals

ROOTS YOUNG ADULT SHELTER, SEATTLE, WA

Resource Coordinator | SEPT. 2011-AUG. 2012

- Managed program resources, collaborated with all organizational departments, fostered community partnerships, and solicited donations and opportunities to enhance guest (client) support and wellbeing
- Coordinated the Guest Leadership program, including recruitment, application support, leading meetings and assisting participants in developing their service plans and working towards their self-identified goals
- Increased community engagement and strengthened communications through collaboration with local service providers and participation in coalitions, service provider meetings and community events
- Conducted outreach, including staff recruitment, volunteer recruitment and donor engagement
- Enhanced internal stakeholder involvement by engaging guests, volunteers, staff and Board members in special programming, such as leading monthly Guest Feedback Sessions and weekly Theme Thursdays
- Supervised volunteer groups and coordinated special projects, including leading orientation sessions, providing training, and coaching volunteer groups (usually 5-15 people)

Shelter Supervisor | SEPT. 2011-AUG. 2012, OCT. 2014-JAN. 2016

- Supervised shelter guests (ages 18-25), completed new guest intake and orientation, integrated Guest Leaders into program operations, facilitated program debriefs and completed internal program reports
- Provided leadership and guidance to shelter staff and volunteers, trained new team members and interns
- Promoted guest-identified interests, including community-building activities and resource sharing
- Offered ongoing guest support, including supportive check-ins, resources and referrals, including assistance with navigating application and enrollment processes to obtain housing, benefits and other services
- De-escalated conflicts and provided conflict resolution, enforced policies, and completed incident reports

JUBILEE WOMEN'S CENTER, SEATTLE, WA

Front Office Volunteer | OCT. 2010-AUG. 2012

- Conducted eligibility screenings, provided instruction and assistance to program applicants, service providers and other referral sources; provided resources and community referrals, as needed
- Maintained program database and ensured accuracy of client data, tracked applicant materials and waitlist
- Promoted an inclusive, welcoming environment for program residents, staff, volunteers and donors
- Served as primary point of contact and responded to a variety of phone, email and in-person inquiries

Special Projects Volunteer | OCT. 2010-AUG. 2012, OCT. 2014-PRESENT

- Assist with a variety of special projects, including generating content for fundraising materials, training volunteers, volunteer appreciation efforts, and maintaining data in the Raiser's Edge and the Patron's Edge
- Hold various roles to support fundraising events (like annual luncheon, dinner and auction), including engaging donors, training volunteers, guest registration, and processing auction bids and other purchases

Recent Affiliations and Activities

Volunteer Grant Reviewer, United Way of King County (2018)

Project LEAD (Leadership Effectiveness and Diversity) Graduate, United Way of King County (2018)

Suicide Risk Assessment Clinical Cohort, Case Management, Swedish Medical Center (2017)
Grief and Loss Clinical Cohort, Case Management, Swedish Medical Center (2017)
Board of Directors, ROOTS Young Adult Shelter (2016–Present)
Secretary and Executive Committee (2018–2019 term, and re-elected for the 2019–2020 term)
Program Committee Chair (2018–2019 term, and re-elected for the 2019–2020 term)
Risk Management Committee, the Service Board (2016–Present)
Ethics Board (Consult Group), Swedish Medical Center (2016–2017)
Perinatal Loss Committee, Swedish Medical Center (2016–2017)
Anti-Oppression/Change Team, ROOTS Young Adult Shelter (2015–2017)
University District Racial Equity Project (2015–2016)
Program Committee, ROOTS Young Adult Shelter (2011–2012, 2015–Present)

Previous Paid and Volunteer Experience

North County Women’s Center, Berkeley Food and Housing Project; University District Service Providers Alliance; Pike Street Women’s Shelter, Salvation Army; Safe Futures Youth Center; Women and Children’s Shelter, Seattle’s Union Gospel Mission; University District Food Bank; Seattle/King County Coalition on Homelessness; Teen Feed; YouthCAN, Wing Luke Museum of the Asian Pacific American Experience; Free Meals Program, Glide Church

Education

UNIVERSITY OF WASHINGTON, SEATTLE, WA | JUNE 2017

Master of Social Work, Full-Time Day Program

- Student Leader, Social Work Asian and Pacific Islanders (SWAPI) registered student organization
- Recipient of 2017 Student Appreciation (recognition for service to the school of social work)

Seattle Women's Commission

December 2019

21 Members: Pursuant to *SMC 3.14.920*, all members subject to City Council confirmation, 2-year terms:

- 9 City Council-appointed
- 10 Mayor-appointed
- 2 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	Marcia Wright-Soika	7/02/19	7/01/21	1	Mayor
			2.	Member	Abriel Johnny	7/02/18	7/01/20	1	Mayor
1	F	2	3.	Member	Rhonda Carter	7/02/19	7/01/21	2	Mayor
			4.	Member	Sophia Lee	7/02/18	7/01/20	1	Mayor
			5.	Member	Harmony Eichateadt	7/02/19	7/01/21	1	Mayor
			6.	Member	Jennifer Gordon	7/02/19	7/01/21	1	Mayor
			7.	Member	Rebecca Bryant	7/02/18	7/01/20	1	Mayor
1	F	7	8.	Member	Diya Khanna	7/02/18	7/01/20	1	Commission
6	F	4	9.	Member	Zoe True	7/02/19	7/01/21	2	Mayor
9	F	7	10.	Member	Idabelle Fosse	7/02/18	7/01/20	2	City Council
1	F	3	11.	Member	K. Min Pease	7/02/19	7/01/21	2	City Council
2	F	N/A	12.	Member	Jamilah Williams	7/02/19	7/01/21	2	City Council
-	-	5	13.	Member	Xochitl Maykovich	7/02/18	7/01/20	2	City Council
2	F	1	14.	Member	Tana Yasu	7/02/18	7/01/20	2	City Council
8	F	5	15.	Member	Darya Farivar	7/02/19	7/01/21	2	City Council
2	F	3	16.	Member	Rokea Jones	7/02/19	7/01/21	2	City Council
			17.	Member	Grace Weil	7/02/18	7/01/20	1	City Council
2	F	2	18.	Member	Lakeisha Jackson	7/02/18	7/01/20	3	City Council
1	F	-	19.	Member	Whitney Nakamura	7/02/18	7/01/20	1	Commission
			20.	Member	Yadira Siqueiros	7/02/19	7/01/21	1	Commission
1	F	3	21.	Get Engaged	Adriana Lasso-Harrier	9/01/19	8/31/20	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracia
Mayor	0	9			2	0	0	0	0	1	0	0	0
Council	0	8			1	4	0	0	0	0	0	0	1
Comm	0	4			2	0	0	0	0	0	0	0	0
Total	0	21			5	4	0	0	0	1	0	0	1

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
- **G List *gender*, M = Male, F= Female, T= Transgender, U= Unknown
- RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.