

IURA Request 2021: Immigrant Services Program

Catholic Charities of Tompkins/Tioga

Attachments

Resumes of Key Staff pg 2-4

Board of Directors List pg 5-6

SUE CHAFFEE

EXPERIENCE

2009 TO PRESENT

PROGRAM DIRECTOR

CATHOLIC CHARITIES OF TOMPKINS TIOGA, ITHACA, NY

Provides oversight and day-to-day administration of the Immigrant Services Program. Trains and supervises program staff and volunteers. Provides citizenship and immigration legal services to program clients. Maintains accreditation from the Department of Justice (DOJ) to provide legal advocacy. Secures program funding through grant writing. Administers and oversees all program funders' contracts and provides compliance with their terms. Provides direct services and case management to program clients. Provides outreach to the immigrant community and advocates for their needs.

2001 – 2009

ASSISTANT DIRECTOR/HEOP DIRECTOR

OFFICE OF MULTICULTURAL AFFAIRS, ITHACA COLLEGE, ITHACA, NY

Provided administrative oversight to the college's Higher Education Opportunity Program (HEOP). Trained and supervised program staff and program interns. Provided academic advising and counseling to program students. Directed, planned, and administered college's summer program for HEOP students. Recruited, hired, and supervised faculty, tutors, graduate assistants, and peer mentors working with summer program. Designed and implemented developmental workshops for summer program and the academic year.

2000 - 2001

PROGRAM COORDINATOR, MULTICULTURAL AFFAIRS

CORNING COMMUNITY COLLEGE, CORNING, NY

Provided advising and counseling to diverse student populations including first-generation students, immigrant students, international students, and students enrolled in New York State's Educational Opportunity Program. Collaborated on writing college-wide grants to secure funds for diversity initiative with other departments. Created networking events for program students. Collaborated with financial aid office admit EOP-eligible students to college.

1998 - 2000

ADJUNCT PROFESSOR

TALLAHASSEE COMMUNITY COLLEGE, TALLAHASSEE, FLA.

Taught sociology classes for college's sociology department.

1997-1998

MINORITY STUDENT ADVISOR

UNIVERSITY OF WISCONSIN-FOX VALLEY, APPLETON, WISCONSIN

Provided academic advising and counseling for diverse student populations including first-generation college students, immigrant students and international students. Visited high school and local Native American reservations to recruit potential students.

1994-1996

JUSTICE PLANNER

MIAMI-DADE COUNTY DEPARTMENT OF JUSTICE ASSISTANCE, MIAMI, FLA.

Served as program director for the department's Refugee Family Services Program. Hired, trained, and supervised staff. Developed and implemented youth program for two hundred Haitian and Cuban refugee youth. Developed and implemented domestic violence program for battered refugee women. Wrote state and federal grants to obtain funding for program. Maintained quarterly reports and submitted year-end reports to Office of Refugee Resettlement. Developed, coordinated, and co-facilitated the Task Force on Domestic Violence in the Haitian Community.

1990-1993

RESEARCH ASSISTANT

FLORIDA INTERNATIONAL UNIVERSITY, MIAMI, FLORIDA

Participated on various research conducted through FIU Sociology Department including the Ford Foundation, FEMA, National Science Foundation, and NIAAA. Facilitated focus groups, administered surveys, data analysis, data entry, SPSS, and presented results at Anthropology and Sociology conferences.

EDUCATION

1993

M.A. IN COMPARATIVE SOCIOLOGY, FLORIDA INTERNATIONAL UNIVERSITY

Thesis title: "Survival Strategies of Haitian Immigrant Women"

1991

B.A. IN LIBERAL STUDIES, FLORIDA INTERNATIONAL UNIVERSITY

Certificate in Latin American & Caribbean Studies

1989

A.S. IN PHOTOGRAPHIC STUDIES, DAYTONA STATE COLLEGE

ACCREDITATION

- Department of Justice Accreditation
2010, 2013, 2016, 2019

PROFESSIONAL EXPERIENCE

Catholic Charities of Tompkins Tioga, Ithaca, NY

Program Coordinator/Case Manager, Immigrant Services Program

May 2018 - present

- Assists clients with activities necessary to become employed including developing and updating resumes, completing job applications, providing interview preparation, assistance with interviews for clients with limited English proficiency
- Networks with local employers and maintains and fosters positive relationships with clients and businesses in the community that are willing to hire clients who traditionally face barriers to employment, such as limited English proficiency
- Provides case management, direct services, and English to Spanish translation services as needed to immigrant clients so they can access community resources
- Plans, coordinates and implements community education events, including community workshops and informational seminars

Graduate Assistant

August 2016 – Dec. 2017

Services for Students with Disabilities, Binghamton University, Binghamton, NY

- Created materials (e.g. reference guides) and conduct trainings for student assistants and SSD registered students in the use of assistive technology such as Kurzweil and SmartPens
- Developed workflow processes for the acquisition and distribution of alternate format textbooks
- Provided leadership in the ongoing development of an Autism Initiative aimed at enhancing the campus, community and job connections for students on the Autism Spectrum

English as a Second Language (ESL) Tutor

July 2017 - August 2017

English Language Institute, Binghamton University, Binghamton, NY

- Provided language skill services to international students in the Academic Success Program at Binghamton University approx. 10 hr/week
- Assisted students with culture, study skills, time management/organization skills, and communication skills in both academic and informal English

Special Education Teaching Assistant (previously NYS Certified)

Sept. 2014 – June 2016

OCM BOCES, Cortland, NY

- Facilitated the educational, emotional, social development of 1:1 student(s) according to the goals/needs outlined in their Individual Education Plans through appropriate behavioral interventions, de-escalation techniques, teaching strategies
- Assisted the head teacher in maintaining whole classroom discipline, providing support to the teacher/students as necessary to complete classroom activities
- Accurately completed daily quantitative/qualitative data collection and communicated with counselors, parents, support staff

Volunteer Professor

Sept. 2012 – March 2014

Carrera de Idiomas at Universidad Técnica de Ambato, Ambato, Ecuador

- Taught classes and served as an academic advisor for 19 hr/week in the English Teacher Training Program
- Developed and implemented curriculum for courses, seminars, and workshops in diverse subject matter (ex. TOEFL, American culture, writing, listening, and speaking skills)
- Collaborated with colleagues in weekly program-area meetings, teacher development workshops, elaboration of curricula and syllabuses, and fulfillment of program re-accreditation criteria

Student Circulation Desk Assistant

Fall 2007 – 2011

Case-Geyer Library, Colgate University

- Maintained order of circulating collections and reserves, including study rooms, with accuracy and efficiency
- Answered informational, directional and library policy questions, helped patrons locate materials, and provided basic technical assistance
- Checked in/out library materials and Interlibrary loan requests from participating institutions

Colgate University Upstate Institute Student Field School Fellow

Pathfinder Village, Edmeston, NY

Summer 2011

- Participated in a weekly field school with 15 other students engaged in projects with community partners, focusing on qualitative research methods, capacity building, skill development, and volunteerism
- Updated and digitalized the donor and press contacts database for the Development office
- Researched and applied for grant opportunities to fund integration initiatives between residents/community
- Proposed improvements to the social media platforms, leading to an increase in visibility, event attendance and awareness, and interaction between Pathfinder Village, Colgate University, and the greater Down Syndrome community

Young Scholars LPP, Utica College, Utica, NY

Summer 2010

- Compiled and corrected 4 years of print and online student data to create a comprehensive Excel spreadsheet
- Analyzed data and created a report on the quantifiable success of the program regarding graduation rates and attainment of Regents diplomas by participating disadvantaged students

Cazenovia Community Preschool, Cazenovia, NY

Summer 2009

- Updated, digitalized, and revised the Directory of Patrons and the Historical Chronicles
- Created a promotional/40th Anniversary video by conducting, filming, and editing interviews

Independent Study Research Assistant

Summer 2009

Colgate University Department of Educational Studies/Psychology, Hamilton, NY

- Organized and input survey data into SPSS on parent attitudes toward inclusion in preschools
- Developed and implemented a survey, interview protocol, and cover sheet for the Chairpersons of Preschool Special Education (CPSE) for school districts/county officials in 5 counties in Central NY
- Conducted/transcribed telephone and in-person interviews with CPSEs and county officials
- Conducted a literature review on inclusion of preschoolers with special needs

EDUCATION & HONORS

Binghamton University, Binghamton, NY

Fall 2019

Majors: *Master of Science in Public Administration, coursework in Student Affairs Administration*

- Graduate Assistant, *Services for Students with Disabilities*, 2016-2017
- MPA/MsAA Program Scholarship Recipient, 2016-2017
- Asset-based Community Development Service Learning Program, Blantyre, Malawi

Summer 2017

Fulbright English Teaching Assistant Grant Recipient

Sept. 2011 – June 2012

U.S. Fulbright Student Program, Universidad Técnica in Ambato, Ecuador

- Collaboratively designed and independently lead elective classes for beginning to advanced English students to reinforce course material and promote cultural exchange
- Co-founded/co-lead the English Club for the Carrera de Turismo y Hotelería

Colgate University, Bachelor of Arts, Hamilton, NY

May 2011

Majors: *Educational Studies & Spanish; Latin Praise: Magna Cum Laude; GPA: 3.60/4.00*

International Education:

- Study Abroad, *San Pablo CEU*, Madrid, Spain
- Extended Study, Michoacán, Mexico

Fall 2009

Fall 2007

ROE SI

EXPERIENCE

PROGRAM ASSISTANT, Immigrant Services Program

May 2019 - Current

Catholic Charities Tompkins/Tioga, Ithaca, NY

- Assesses immigrant community's needs, assist with community outreach, plans and coordinates informational workshop for immigrant and refugee community
- Provides help with Karen language interpretation and translation
- Educates immigrant refugee community about 2020 Census and assists with form completion
- Provides case management, keeps detailed case notes and compiles data for reports

CASHIER, Part-time

January 2018 - Current

Oishii Bowl, Ithaca, NY

- Answered phone calls, take orders and input them into the POS and relay them to the back of house
- Assisted with cooking if needed and worked with an assistant to ensure food is served in a timely manner

PROGRAM INTERN, Immigrant Services Program

May 2018 – August 2018

Catholic Charities of Tompkins/Tioga, Ithaca, NY

- Fulfilled requirements of a 135-hour internship by creating refugee family's tree, driving clients to medical appointment, learning to write case notes, assisting the receptionist, interviewing CCTT workers and created reports for the ISP director
- Helped Samaritan Center with clothing closet, folded bed sheets

MEAT PROCESSING (DEBONER)

September 2011 – May 2015

Tyson Foods Inc., Robards, KY

- Worked in a team on a line of production with a specific task: to debone chicken and remove the fat
- Worked efficiently and swiftly to debone chicken thighs (8-10 per minute)

EDUCATION

A.A in Human Services

2018

Tompkins Cortland Community College (TC3), Dryden, NY

- Member of Phi Theta Kappa Honor Society with 3.5 overall GPA
- Member of National Leadership Society
- Dean's List recipient

Adult ESL Classes, TST BOCES, Ithaca, NY

2015

ESL and CNA Classes, Owensboro, KY

SKILLS

- Hard-working and understanding
- Can communicate and cooperate well with diverse people
- Loyalty and flexibility
- Microsoft, PowerPoint, and a little of Excel
- Fluent in Karen; able to communicate well in English and Burmese

**Board of Directors, Catholic Charities Tompkins/Tioga
324 West Buffalo Street, Ithaca, NY 14850**

CCTT Board of Directors meets on the 2nd Monday of each month from 5:00 to 6:30 pm.

Name	Address	Officer / Term	Residence Phone	Business Phone	Cell Phone	E-mail	Committee Assignment	Term ends
Joseph D'Abbracci Senior Career Advisor Binghamton University	142 Forest Hill Road Apalachin, NY 13732 Tioga County	Chairperson		607-777-6849	607-351-0254	jdabbrac@binghamton.edu	Executive; Finance Human Resources, Nomination	12/31/21 (3)
Rick Ballantyne Retired	115 Walnut Street Ithaca, NY 14850 Tompkins County				607-277-0751	Captrick115@gmail.com	Development/ Community Engagement Nomination. Finance Committee	12/31/20 (2)
Simone St. Anne Artist/Creative Facilitator/Consultant	311 Roat St. Ithaca, NY 14850 Tompkins County				607-592-8859	sasa74@verizon.net		12/31/20 (1)
Mike Cannon Vice President Commercial Banking	409 West Buffalo St. Ithaca, NY 14850 Tompkins Cty	Treasurer; Chair Finance Committee		607-274-7428		mcannon@tompkinsfinancial.com	Finance; Executive	12/31/20 (2)
Jane Doyle Retired	9 Muriel Street Ithaca, NY 14850 Tompkins		607-257-6206			Jld26@cornell.edu	Dev/Comm Engagement Nomination	12/31/20 (2)
Susan Hyatt Retired	2 Deer Run Road Ithaca, NY 14850 Tompkins	Vice Chair	607-539-4019		805-796-1474	Susanm2256@gmail.com	Executive; Finance Committee	12/31/21 (1)
Christopher Miller Individual Giving Officer Cornell Lab of Ornithology	129 Davis Road Lansing, NY 14882 Tompkins		607-533-0095	607-254-2442	607-229-8602	Sixmillers94@gmail.com		12/31/22 (1)
Cheryl Myers Senior Admin. Asst.	8502 State Rt. 90N King Ferry, NY 13081		607-227-4856			Cheryl.Myers@Inserocpa.com		12/31/23 (1)

**Board of Directors, Catholic Charities Tompkins/Tioga
324 West Buffalo Street, Ithaca, NY 14850**

Insero & Co., CPAs, LLP	Cayuga								
Azucena (Zucy) Ortega Administrative Assistant Cornell University	149 Brook Way Ithaca, NY 14850 Tompkins				607-280-8517	Zucy63@yahoo.com	Dev/Comm Engagement	12/31/20 (1)	
Bob Pochily Cornell Pochily Investment Advisor, Inc	105 Concord Place Ithaca, NY 14850 Tompkins				607-229-6596	bpochily@gmail.com		12/31/22 (1)	
Charlie Ross Volunteer	10o Conifer Dr. Apt 2022 Ithaca, NY 14850 Tompkins				443-801-4626	Ross51charlie@gmail.com		12/31/22 (1)	
Erin Maria Sember-Chase Assistant Director of Student Disability Services at Cornell	214 Richard Place Ithaca, NY 14850 Tompkins		607-319-0436	607-592-4910		Ems65@cornell.edu	Dev/Comm Engagement	12/31/21(2)	
Jennifer Sparrow Interim Director, Prospect Development Cornell University	140 Seneca Way, Apt. 205 Ithaca, NY 14850 Tompkins	Secretary			607-254-6153	540-315-8557	Js2559@cornell.edu	Dev/Comm Engagement Executive Committee	12/31/22 (2)
Laura Opelt Associate Diocesan Director	Catholic Charities 215 East Church Street Elmira, NY 14901 Chemung	Ex Officio Member	734-9784 X129				Laura.opelt@dor.org		
Renee Spear Executive Director	280 Eiklor Road Candor, NY 13743 Tioga County	Ex Officio Member			272-5062 x13	DOR Cell 607-351-8037	rspear@dor.org		