



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands  
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



## HUMAN RESOURCES

*\*Re-Announcement\**

### EXAMINATION ANNOUNCEMENT NO. 20-116

POSITION: **BEHAVIORAL HEALTH SPECIALIST** OPENING DATE: **04/21/2021**

SALARY: **\$31,350.24 P/A - \$34,563.64 P/A** CLOSING DATE: **CONTINUOUS**

*The salary given will be determined by the qualifications of the appointee.*

**NUMBER OF VACANCIES:** Two (2)

#### **LOCATION:**

Behavioral Health Response Program, Community Guidance Center  
Commonwealth Healthcare Corporation, Saipan

#### **NATURE OF WORK:**

The incumbent in this position will provide therapeutic services, evaluation and consultation to individuals and families in an outpatient clinical setting. The incumbent will work as an active team member with the professional staff of the **COVID-19 Behavioral Health Response Program** under the Community Guidance Center to attend to clinical need. The services of the incumbent will be provided at the Commonwealth Healthcare Corporation under the immediate supervision of the COVID-19 BHR Program Manager and general supervision of the CGC Director and Clinical Services Officer.

#### **DUTIES:**

- Perform psychological screening and intake to assist in determining individual functioning and overall clinical needs.
- Facilitate/co-facilitate special population support groups, workshops, psych-education, special topics classes or group therapy for consumers and families based on clinical needs.
- Assists with group facilitations, workshop sessions, community outreach and training activities for CGC sponsored events to include the islands of Tinian and Rota.
- Conducts discharge of inactive clients no later than 90 days of last contact, unless otherwise stated in the treatment plan.
- Maintains complete, confidential, and timely client progress notes and charts.
- Inputs and updated clients' information in a computerized data system of diagnosis and treatment encounters.
- Conducts crisis interventions and other related clinical services under clinical supervision.

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- Participates in community outreach, presentations, and training.
- Consults and collaborates with Wellness Clinic Supervisor and CGC Clinical Supervisor regarding clinical and direct services issues.
- Participates in weekly staff meetings.
- Develops and maintains professional, cooperative working relationships with other service providers.
- Assists with grant application and reports as necessary.
- Assists emergency disaster and other related crisis intervention as required.
- Maintains culturally competent and sensitive application of interventions to ethnically diverse and minority populations.
- Knowledge of CNMI and Federal laws, codes, and regulations governing mental health and substance abuse treatment.
- Prepares and submits a report of clinical services and activities to the COVID-19 BHR Program Manager on a monthly basis.
- Adheres to the policies and procedures of the CHCC and CGC.
- Follow all protocols and chain of command at CHCC and CGC.
- Performs other related tasks as assigned to meet CHCC/CGC/ COVID-19 BHR program goals and objectives.

**QUALIFICATION REQUIREMENTS:**

Graduate from a recognized college or university with a Bachelor’s Degree in Psychology, Social Work, or other, Human Services-related field, preferably in behavioral or mental health. One (1) year of clinical work experience within the social service sector or internship experience.

**KNOWLEDGE:**

- Computer literacy and competency preferred.
- Knowledge of CNMI and Federal laws, codes, and regulations governing mental health and substance abuse treatment.
- Must be proficient in Microsoft Office.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of computer skills, including proficiency in word processing are important.
- Knowledge of patient services.

**SKILLS:**

- Excellent communication skills.
- Excellent organization and attention to detail.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.

**ABILITIES:**

- Ability to speak indigenous languages preferred.
- Ability to prioritize tasks and meet deadlines.
- Ability to work in a team environment.
- Strong interpersonal skills.
- Ability to listen to and understand information and ideas presented through spoken words and

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sentences.

- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to tell when something is wrong or is likely to go wrong, it does not involve solving the problem and not only recognizing there is a problem.
- Ability to communicate information and ideas in writing so others will understand.
- Ability to maintain professionally ethical standards in all patient/family interactions.

**CONDITIONAL REQUIREMENTS:**

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job; Every effort will be made to adhere to the employee's regular work schedule. This position is **"COVERED"** and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law; subject to funding availability through federal funds awarded to the *CNMI COVID-19 Behavioral Health Response Project*, not to exceed 05/31/2022.

***Note(s):***

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

**OTHERS:**

This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

***Note:*** *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

*Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)*

E-mail: [humanresources@dph.gov.mp](mailto:humanresources@dph.gov.mp)

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

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