



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Corporate Announcement

EXAMINATION ANNOUNCEMENT NO. 25-146

POSITION:	Behavioral Health Specialist II	OPENING DATE:	<u>10/24/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>10/30/2025</u>
SALARY:	\$39,341.12 - \$41,308.80 P/A		
PAY LEVEL:	06/03 – 06/04		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	System of Care (SOC) Program, Community Guidance Center Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the CGC System of Care Program Manager and the direct clinical guidance of the assigned Clinical Lead, the position involves entry level work to plan and implement strategies and interventions to address the prevention of behavioral health challenges, promotion of behavioral health wellness, and provide psychological education, supportive intervention, and individualized care coordination for consumers/clients with identified behavioral health challenges.

DUTIES:

- Maintain a caseload of consumers/clients.
- Provides home-based services, crisis response, or outreach to clients, when necessary, as approved or assigned.
- Participates in community outreach, presentations, and trainings.
- Coordinate and conduct information dissemination, education, and community-based process activities to address the prevention of substance use, misuse, and overdose, and mental health and wellness promotion for program staff, consumers, stakeholders, partner agencies, and community members.
- Responsible for ensuring all required consumer/client, training and outreach participant data are collected and entered onto the local and/or federal database system.
- Maintain and keep updated with behavioral health intervention(s) process, policies and procedures.
- Work with the behavioral health team, Program Manager, and therapist to utilize reports and data collected to continuously improve the care provided to consumers/clients and/or families.
- Contact consumers/clients 48 after enrollment for services to set up initial visit to introduce self and supports available.
- Schedule and attend program-required visits with assigned consumers/clients and/or families, facilitate monthly team meetings to discuss service planning, and maintain a minimum of weekly phone contact with clients and service providers, as needed.
- Advocate for consumers/clients across a variety of settings, including home, educational, court, and community settings, as needed or assigned.
- Seek community resources with the assistance of the team.
- Provide regular updates to the assigned Clinical Lead.
- Complete all necessary paperwork and documentation on the appropriate platform (e.g. AWARDS system) or designated records file (i.e., service plan, referral, progress notes, consent forms, evaluation forms, etc.).
- Maintain accurate and updated information of consumers (i.e., demographic and contact information, and other data collected).
- Attend required administrative and clinical in-service, online, and off-island trainings; staff meetings; and clinical consultations based on clinical training plans.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

- Coordinate and facilitate behavioral health trainings for program staff, consumers, stakeholders, partner agencies, and community members.
- Assist with coverage within or across the Community Guidance Center as assigned when needed.
- Facilitate, at a minimum, three (3) evidence-based curriculum trainings every calendar year.
- Prepares and submits a report of services and activities to assigned Lead on a monthly basis or as assigned.
- Adheres to the policies and procedures of the Commonwealth Healthcare Corporation.
- Adheres to agency regulations/measures to ensure safety at all times.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION: Bachelor's Degree from an accredited college or university psychology, human services, or other social sciences related field.

EXPERIENCE: Three (3) years of work experience in behavioral health or related field.

LICENSES/ CERTIFICATIONS: Certified MHFA (Adult or Youth Curriculum) Instructor, ASIST, safeTALK, or other similar certification.

OTHER: Required behavioral health trainings - Ethics in Prevention, SAPST, MHFA, and QPR/ASIST

KNOWLEDGE/ SKILL/ ABILITIES:

- Customer and Personal Service — 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.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Active Listening — 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.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Coordination — Adjusting actions in relation to others' actions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “Non-Exempt” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. 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. 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 ; subject to funding availability through federal funds awarded to the *CNMI System of Care (SOR) Program, Community Guidance Center – CNMI SOC Project*, not to exceed 09/29/2026.

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.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu’ St., Garapan, 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: apply@chcc.health

Direct Line: (670) 234-8951ext. 3410/3427/3583/3444/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

10/24/2025 rus

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.

****Corporation Announcement is open only to current employees of the Commonwealth Healthcare Corporation****