



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-148

POSITION:	Mental Health Counselor Associate	OPENING DATE:	<u>10/24/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>11/07/2025</u>
SALARY:	\$47,821.28 - \$50,213.28 P/A		
PAY LEVEL:	08/01 - 08/02		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Youth & Young Adult Outreach and Intervention Program (OIP), Community Guidance Center , Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the Director of Behavioral Health Clinical Services, and the direct clinical supervision of assigned CGC clinical supervisor. The incumbent in this position will provide therapeutic services, evaluation and consultation to individuals and families in an outpatient clinical setting. The incumbent will provide a wide range of services as part of a multidisciplinary team with an emphasis on outpatient practice within the Commonwealth Healthcare Corporation, Community Guidance Center. This will involve serving diverse child, adolescent, adult and geriatric populations, or assigned populations. The incumbent will be responsible for psychosocial assessments; care coordination: team consultation; individual, family, couples, or group psychotherapeutic treatment; treatment planning, documentation and advocacy.

DUTIES:

- Receives referrals and conducts screening to identify needs and risk level.
- Conduct bio-psychosocial evaluations of behavioral health patients and formulate a diagnosis based on a comprehensive assessment inclusive of, but limited to signs and reported symptoms and integration of objective clinical scales/measures, treatment records, and history, for the purpose of providing individual or group clinical counseling and developing behavioral health treatment plans or recommendations utilizing evidence-based models and interventions.
- Formulates, implements, and monitors client's individual treatment plan and diagnosis according to the most updated version of the DSM incorporating psychosocial history, strengths, weaknesses, life domain needs symptoms, and risk to mental health and well-being.
- Conducts crisis interventions including suicide risk assessments of at-risk clients and develops safety plan(s), follow up/monitoring, and/or referrals as necessary. Completes clinical notes and recommendation within 24 hours.
- Develop treatment and discharge plan in a timely manner according to targeted goals and treatment needs.
- Conducts discharge of inactive clients no later than 90 days of last contact, unless otherwise stated in treatment plan.
- Maintains complete, confidential, and timely client progress notes and charts.
- Provides client home-based services, crisis response, or outreach, when necessary, as approved or assigned by the immediate clinical supervisor or as assigned.
- Participates in community outreach, presentations, and training as approved by the immediate clinical supervisor, or as assigned.
- Assists in the development and/or facilitation of special population support groups, workshops, psychological-education special topics classes or group therapy for consumers and families based on clinical need (s).
- Assist and provide clinical coverage as assigned by the Director, of Behavioral Health Clinical Services or as assigned supervisor.
- Participate in on and off-island training for professional growth and development.
- Consults and collaborates with the immediate supervisor regarding clinical and direct services issues.

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.

- Participates in weekly Team meetings.
- Develops and maintains professional, cooperative working relationships with other service providers.
- Assists in providing emergency, disaster, and other related crisis-response as required.
- Abides by the American Psychological Association (APA), American Association of Marriage and Family Therapy (AAMFT), American Mental Health Counselors Association, American Association of State Counseling Boards, the Canadian Counseling and Psychotherapy Association, and/or the National Board for Certified Counselors code of ethics, or counseling, psychology or social work equivalent.
- 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 monthly reports of clinical services and activities.
- Participate and commit to all training and clinical supervision hours geared toward licensure. Responsible for accurate documentation/tracking of required clinical supervision hours and other licensure requirements.
- Adheres to the policies and procedures of the Commonwealth Healthcare Corporation.
- Perform other related duties as assigned.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Master degree in psychology, counseling, marriage and family therapy, or clinical social work from a counseling program accredited by the corresponding accrediting body: CACREP, American Association for Marriage and Family Therapy, Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), Council on Social Work Education or the Canadian Association of Schools of Social Work, American Psychological Association or from a college or university recognized by the U.S. Department of Education with an emphasis in mental health counseling or in another mental health field (psychology, clinical social work, etc.) accredited by an agency recognized by the U.S. Department of Education or Council for Higher Education Accreditation (CHEA) in counseling, psychology, or related field.

Experience: One (1) of direct service providing care with clients having mental health challenges.

Licenses/Certifications: Must undergo licensure with CNMI Health Care Professions Licensing Board (HCPLB) within three (3) years of initial hire.

KNOWLEDGE/ SKILL/ ABILITIES:

- Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- 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.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- 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.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Service Orientation — Actively looking for ways to help people.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Negotiation — Bringing others together and trying to reconcile differences.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Time Management — Managing one's own time and the time of others.
- 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.
- 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 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.
- Experience providing direct client mental health counseling/therapeutic services.
- Ability to maintain professionally ethical standards in all patient/family interactions.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Exempt**” or is NOT 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 Youth & Young Adult Outreach & Intervention Program (YYA-OIP), Community Guidance Center – CNMI YYA-OIP 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

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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.*