



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-017

POSITION:	Clinical Supervisor II	OPENING DATE:	<u>02/27/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>03/12/2026</u>
SALARY:	\$74,187.84 - \$90,174.24 P/A		
PAY LEVEL:	11/01 – 11/05		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Behavioral Health Services, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

This position will be located within the Commonwealth Healthcare Corporation (CHCC), Community Guidance Center (CGC). Under the direct supervision of the Director of Behavioral Health Clinical Services, the incumbent performs as a Clinical Supervisor II of assigned Behavioral Health Services, including but not limited to, the Addiction Services Unit and crisis outreach and response services of the CGC. The incumbent will provide clinical supervision and oversight of assigned clinical teams, leads, mentors, and direct service staff who provide clinical services and crisis outreach and response. Clinical Supervisor II will provide onboarding, training, clinical supervision and evaluation and is also responsible for assisting with the implementation of evidence-based clinical treatment models in consultation with the Director of Behavioral Health Clinical Services, and oversee the utilization of strategies that address the sustainability of these services.

DUTIES:

- Provide weekly direct clinical supervision of the assigned teams and trainees within CGC for the delivery of outpatient services and to meet training requirements of providers pursuing clinical licensure.
- Provide clinical oversight of intensive clinical cases through clinical supervision and consultation with assigned supervisees and/or treatment teams.
- Review clinical charts, documentation, and interventions to support treatment efficacy. Cosign clinical assessments, progress notes and required documentation and ensure clinicians abide to the standards of clinical practice.
- Provides routine reports to the Director of Clinical Services and manages clinical wait lists of services.
- Consults regularly with the Director of Clinical Services regarding outpatient services and crisis response, and communicates concerns that impact the delivery of those services.
- Under the guidance of the Director of Clinical Services, oversees clinical aspects and delivery of evidence based, trauma informed, individual and group treatment programs.
- Assists the Director of Behavioral Health Clinical Services in developing and implementing evidence based, culturally sensitive, treatment interventions to meet the needs of the populations served.
- Participate in weekly clinical teams' meetings with the Director of Clinical Services.
- Participate in weekly clinical teams' meetings with assigned clinical teams.
- Support and assist behavioral health services and crisis response operations, lead clinical teams and provider services as detailed during disasters or crises.
- Provides back-up clinical supervision, consultation, and/or team oversight when necessary, as assigned by the Director of Clinical Services.
- Provides reasonable caseload of direct treatment services including trauma informed therapy, individual, and family counseling.
- Assist in planning, developing, and implementing mandatory and discretionary mental health programs in accordance with applicable laws, ordinances, and regulation by determining type and level of services to be provided; measures of quality-

assurance to be employed; and formulating and carrying out policies and procedures.

- Maintain continuing education credits as required by the regulations stipulated in the CNMI Health Care Professions Licensing Board (HCPLB) to maintain active license.
- Abides to relevant local and federal standards of ethical conduct, scope of professional work, and requirements of the profession, including the statutes stipulated in the CNMI HCPLB, and sanctioned national psychology and counseling standards, national and/or international substance abuse provider standards of clinical practice.
- Participate in, meets with, and/or consults with community and government agencies with Director of Behavioral Health Clinical Services approval.
- Strive to achieve the best patient and family centered care.
- Support and adhere to divisional patient safety and quality of care standards.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: A master's degree from an accredited program in psychology, social work, clinical mental health counseling, marriage and family therapy, or another clinical/licensed tracked health-related field of study is required.

Experience: Six (6) years providing direct clinical care in a behavioral health setting, three (3) years' experience of which must have proven leadership and mentorship in a behavioral health setting.

Licenses/Certifications: Valid CNMI license as a Clinical Psychologist, Clinical Social Worker, Marriage and Family Therapist, Professional Clinical Counselor, or a Master Addictions Counselor (MAC). Licensed through the CNMI Health Care Professions Licensing Board (HPLB).

Other: International Certification & Reciprocity Consortium (IC&RC) certification as an Alcohol and Drug Counselor preferred.

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.
- Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction.
- 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.
- 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.
- 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.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- 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.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- 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.

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.

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) 234-8951 ext. 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.