



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-030

POSITION: **Community Health Outreach Worker IV** OPENING DATE: **06/12/2026**
NO. OF VACANCIES: **1** CLOSING DATE: **06/26/2026**
SALARY: **\$35,682.40 P/A**
PAY LEVEL: **06/01**
The salary given will be determined by the qualifications of the appointee.
LOCATION: Maternal, Infant, Children & Adolescent Health Programs, Public Health Services,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

The role of the Community Health Outreach Worker IV (Supervisor) is responsible for the overall function and productivity of the HOME visiting team on Saipan, Rota and Tinian. The Community Health Outreach Worker IV (CHOW IV) is responsible to overlap with each Community Health Outreach Worker (CHOW) in the homes on a weekly basis. The incumbent in this position offers the opportunity to positively affect the lives of young families by motivating and supporting a team of home visitors who focus on maternal infant health, parenting education, and family stabilization. The ideal candidate has a mental health background as well as experience with home-visiting and reflective supervision practice.

DUTIES:

- Participates in the Maternal, Infant, Children & Adolescent Health (MICAHA) Program's efforts to improve the health and well-being of families enrolled in services.
- Track and monitor all referrals, screening results and assessments with HOME visiting team.
- Conduct home visits with the CHOWs to assess families' needs and concerns.
- Shadow CHOWs and Patient Interviewer (PI) during home visits and Family Resilience and Opportunities for Growth (FROG) assessment to ensure alignment with Healthy Families America (HFA) standards.
- Monitor FROG Assessment Interview and other assessments for those families that have a positive screen.
- Monitor families progress in the homes.
- Track and monitor home visit rates.
- Support staff and families in the development of the Individual Family Support Plan with families enrolled in the program.
- Ensure the Individual Family Support Plans are complete and accurate.
- Support CHOWs in implementing strategies through mentorship (e.g., role playing, training, and guidance).
- Assess CHOWs abilities to address the families' risk factors and implement the strategies.
- Schedule and assign families to the HOME visiting team based on the team's caseload and intensity of families' needs.
- Ensure that all HOME visiting staffs are receiving & completing required trainings related to HFA guidelines.
- Ensure that all families are receiving appropriate services where needed.
- Ensure HOME visiting data collection is complete and accurate.
- Provide guidance and reflective supervision to the HOME visiting CHOWs on Saipan, Rota & Tinian.
- Conduct family assessments, develop individual family service plan, provide referrals, advocacy and follow-up to participants.
- Assist HOME visiting CHOWs in preparing individualized curriculum for home visits in accordance with adopted curriculum.
- Maintain an overall home visiting caseload as determined by HFA guidelines and assigned.

- Ensure all documentation are up-to-date and accurate by conducting quality checks on reports prepared by CHOWs.
- Assist with Rota and Tinian program team including conducting site visits.
- As member of team, plan, develop, and implement groups as assigned.
- Organize quarterly group meetings for enrolled families.
- Collaborate with Continuous Quality Improvement Lead on Quality Improvement Projects.
- Collaborate with Community Advisory Board members in support of program goals.
- Facilitate program events such as, Parent Café and other related family events.
- Conduct annual performance evaluations.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to graduation a recognized college of university with a Bachelor's degree in social work, counseling, human services or related field.

Experience: Two (2) years of related experience including counseling, health education, home visit, and care coordination. Experience with working with different ethnic/cultural individual groups. Must have successfully completed all trainings and/or certifications established by the program, if it is required.

Licenses/Certifications: Must have a valid CNMI driver's license.

KNOWLEDGE/ SKILL/ ABILITIES:

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge and experience with infant, child, adolescent and family development.
- Knowledge of CNMI community resources.
- Sensitivity to low-income issues.
- Demonstrated written and verbal skills.
- Computer literacy, preferably with Microsoft Office, and email and internet usage.
- 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.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Near Vision — The ability to see details at close range (within a few feet of the observer).

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 Limited Term 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 Maternal, Infant, and Early Childhood HOME Visiting Grant Program*, 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) 234-8951 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.*