



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-031

POSITION:	Behavioral Health Training & Outreach Worker III	OPENING DATE:	<u>03/31/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>04/14/2026</u>
SALARY:	\$35,682.40 P/A		
PAY LEVEL:	06/01		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Community Outreach & Response Services, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the Community Guidance Center (CGC), Community Outreach & Response Services (CORS), Prevention Training & Outreach Program Manager. The incumbent in this position will lead the coordination and implementation of outreach and training activities as part of the prevention of substance use, misuse and overdose, and promotion of mental wellness effort for the CORS Program.

DUTIES:

- Lead the development and implementation of the Behavioral Health Training and Outreach Worker's I and II responsibilities and activities, including conducting the planning, coordination and implementation as needed.
- Research effective behavioral health social marketing strategies.
- Develop the program's social marketing, training, and outreach plan.
- Oversee the coordination and implementation of all activities, tasks, and responsibilities established in the program's social marketing, training, and outreach plans.
- Oversee the implementation of information dissemination, education, and community-based process activities to address the promotion of mental wellness and the prevention of substance use for program staff, consumers, stakeholders, partner agencies, and community agencies.
- Assess, identify, and compile various evaluation tools that will be implemented to monitor social marketing, training, and outreach strategies.
- Monitor, collect, maintain, and update the program's training, outreach, and social marketing activities related data, including all communication outlets such as social media and emails.
- Attend in-service, online, and off-island trainings and participate in staff meetings and consultations, as required.
- Prepares and submits reports to the Program Manger as required.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Bachelor's degree from an accredited college or university in psychology, social services, marketing, or related field.

Experience: At least two (2) years of related experience in behavioral health or another position with the provision of community health education, social or supportive services, or related field.

Licenses/Certifications: Must have a valid CNMI Driver's License.

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.

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 principals and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of method of training effects.
- Administrative – Knowledge of administrative and office procedures and system 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 communicates 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.
- Speech Clarity – The ability to speak clearly so others can understand you.

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 *Community Guidance Center, CNMI Partnerships for Success*, 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.

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.

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

03/31/2026 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.*