



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-062

POSITION:	Peer Recovery Support Worker (Part-Time)	OPENING DATE:	<u>06/24/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>07/08/2026</u>
SALARY:	\$18,470.00 P/A		
PAY LEVEL:	UNGRADED		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Addiction Services Unit, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

Under the direct supervision of the Community Guidance Center (CGC), Addiction Services Unit (ASU) Administrator, the position involves entry-level work to provide peer support services to persons with behavioral/mental health needs. The Peer Recovery Support Worker, serves as a role model, advocate, and motivator to recovering members to promote sustainable, long-term recovery. The Peer Recovery Support Worker, addresses the needs of members diagnosed with a severe substance use disorder and is focused on providing community presence during the transition period between acute levels of care, and/or returning to the community and supporting early recovery success.

DUTIES:

- To provide coaching and advocacy support.
- Support clients in daily decision-making and resolution of minor problems.
- Assist in Peer-Led support groups and physical/social support activities on regular basis.
- Assist in the client's community integration efforts.
- Work with other providers, family members or significant others involved in the client's recovery plan.
- Participate in staff meetings and case conferences.
- Assist and participate in outreach efforts and recruitment of Peers in Recovery.
- Observe all rules of confidentiality relating to clinical information and treatment, both internally and when dealing with external agencies and/or individuals.
- Understand client rights policy and procedures.
- Participate in staff training and development to increase knowledge and skills.
- Serve on designated committees within the agency.
- Provide training in the use of personal and community resources.
- Maintain professional standards at all times.
- Observe the guidelines established within the Code of Ethics and Conduct.
- Maintain knowledge of CNMI and Federal laws, codes, and regulations governing mental health and substance abuse treatment.
- Adheres to the policies and procedures of the CHCC and CGC.
- Follow all protocols and chain of command at CHCC and CGC.
- Performs other related tasks as assigned to meet CHCC and CGC program goals and objectives.
- Abide by the CNMI Licensing Board Regulations, NAADAC (National Association for Alcoholism and Drug Abuse Counselors), the Association for Addiction Professionals; National Certification Commission for Addiction Professionals Code of Ethics, Pacific Behavioral Health Certification Body (PBHCB) or other sanctioned standards and regulations for substance use disorder and mental health treatment.
- Maintain culturally competent and sensitive application of interventions to ethnically diverse and minority populations.
- Performs other duties as assigned.

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.

QUALIFICATION REQUIREMENTS:

Education: High School Diploma, General Equivalency Diploma (GED), Adult Basic Education (ABE), Advance Development Institute (ADI) or equivalent. If a peer does not have a High School Diploma, GED/ABE/ADI, they will have six (6) months from hire to attain one.

Experience: Plus, two (2) years of experience working as a Peer Support Worker or with clients with addictions and/or substance use or mental health disorders. As a mentor and advocate, the candidate must be sober for at least one year. This position will require training to gain experience and required supervision for certification as a Peer Recovery Specialist.

Licenses/Certifications: Must obtain relevant certification and meet certification requirements within one (1) year of hire.

Other: Writing skills and oral presentation skills are needed. Proficient in Microsoft Office and Excel. Computer literacy and competency are preferred. Language competency in indigenous languages is preferred but not required.

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.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- 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.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Service Orientation — Actively looking for ways to help people.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 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.
- 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 Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Time Management — Managing one's own time and the time of others.
- 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.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- 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.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- 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.

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OTHERS:

This position is a Limited Term/Part-Time employment status and requires at least 25 hours per week with no benefits and not to exceed one-year employment. 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 ; are subject to funding availability through federal funds awarded to the *Commonwealth Healthcare Corporation to support the CNMI Peer Certification & Peer Drop-In Center Initiative, Addiction Services Unit, Community Guidance Center*, not to exceed 12/31/2026.

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.*