



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-070

POSITION:	Disaster Program Manager	OPENING DATE:	<u>06/22/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>06/26/2026</u>
SALARY:	\$49,920.00 P/A		
PAY LEVEL:	UNGRADED		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Crisis Counseling Program, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

Under the direct supervision of the Community Outreach & Response Services (CORS) Administrator, the incumbent in this position will oversee the administrative functions of the Crisis Counseling Program (CCP) and adhere to the program and grant guidelines, approved activities, and deliverables. The Disaster Program Manager will engage directly in overseeing the development, revisions, monitoring, and evaluation of program workplans, training plans, budget plans, legislation, policies and procedures, and other such documents required to successfully operate the program and deliver quality behavioral health services and support.

DUTIES:

Program Development and Management

- Responsible for coordination and management of resources and supervision of assigned staff for program development. Administers a consistent and transparent monitoring system; provides accurate development, management, and analysis of program workplans, budget plans, evaluation plans, and implementation activities, etc. Ensures ample preparation and updates of program plans and activities accordingly.

Optimum Use of Program Funds

- Responsible for establishing program workplans and monitoring progress and compliance. Leads allocation and disbursement of program funds, ensuring that funds are properly coordinated, monitored and liquidated. Takes appropriate actions to optimize use of program funds. Ensures program efficiency and delivery through transparent approach to program planning, implementation, monitoring and evaluation.
- Collaborates and communicates with program staff to develop and maintain sound internal controls supportive of program goals and objectives; coordinates financial and supply management requirements and accountability.

Program Monitoring and Evaluation

- Undertakes field visits, where applicable, to monitor and assess program implementation and recommends and/or implements required corrective action, if needed.
- Carries out a rigorous and transparent approach to evaluation, participates in the program evaluation exercises in consultation with the program personnel and leadership, and ensures the timely preparation of monthly and annual program status reports.

Rights-Based and Results-Based Program Management Approach

- Brings coherence, synergy and added value to the program planning and design processes using an outcomes-based management approach to program design and implementation.
- Ensures viable recommendations on program implementation, alternative approaches, and optimal utilization of resources that contribute and respond effectively to the fulfilment of the rights and feedback of clients, and recommendations on program initiatives and management issues to ensure achievement of stated objectives.

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.

National and Local Capacity Building/Sustainability

- Ensures the building or reinforcing of the commitment and institutional capacities of international, national, regional, and local partners starting with taking a strategic approach to the identification of these partners and partnerships and nurturing them throughout the duration of the program.

Multi-sector and Multiple-stakeholder Partnership, Coordination and Collaboration

- Develops partnership and collaboration with internal and external counterparts, in order to improve the ability to inform and enhance program plans, implementation, sustainability, and outcomes; collect and disseminate development data and information; exchange information and determine meaningful areas for resource sharing and benefits where services align with the service population and program goals and objectives.
- Plans, develops, and implements activities and actions by collaborating with various key public, private, peer, client and family, and community stakeholders/partners.
- Provide adequate and appropriate representation in the provision of technical advice, negotiation, advocacy, and promotion of program-level goals.

Internal & External Partnerships

- Coordinates and collaborates with key partnerships that include, but are not limited to, government and private agencies and businesses, private clinics, faith-based communities, public and private schools, peer support organizations, clients and families, as applicable, to implement and enhance program activities and/or service delivery.
- Fosters active partnerships, coordination, and collaboration with internal and external partners to maximize reach and effectiveness at the program level and increase access to behavioral health care at all levels.
- Coordinates across CHCC Community Guidance Center program and clinics, as well as other CHCC services, to improve the overall health and wellness of the CNMI community.
- Coordinates and plans effectively and in collaboration with key internal and external partners in the development of community engagement, education, and outreach strategies for behavioral health promotion and substance use disorder prevention, treatment, and recovery for communities within the CNMI.

Data

- Explores and recommends data source enhancements, replacements and/or supplements to address issues of data quality or limitations.
- Ensures the timely collection and submission of valid and reliable program data and information from program areas and other relevant sources to meet applicable and required data reporting requirements.
- Conducts data analysis on program reporting requirements, performance and outcome measures, and impact on the affected CNMI population.
- Evaluates program data to ensure that performance indicators are being met for program areas and other relevant sources. Addresses prioritization processes based on regular data collection and analysis.
- Maintains and enhances data quality, surveillance, tracking, and follow-up mechanisms such as quality standardized data elements.
- Provides reports and feedback on all performance indicators for program areas and other relevant sources to guide fulfillment of data requirements, utilization of data to guide program priorities, and packaging of data and information for data outputs to various audiences.

Clinical

- For all clinical matters, consults with the CHCC: CGC Clinical Services Director and/or assigned Clinical Supervisor to guide clinical crises, clinical standards, requirements, processes, referrals, training, and service delivery.
- Adheres to all applicable confidentiality and ethical guidelines.
- Participates in required CHCC and CGC training involving clinical care and services.

Administrative

- Manages and supervises all program administrative functions and daily operations of the Peer Support Program (PSP) to achieve program goals and objectives in alignment with the Addiction Services Unit (ASU).
- Develops and implements program policy and procedures and applicable CGC or ASU policies and procedures at the program level; address and inform updates, as needed and required.
- Maintains grant compliance at all levels.
- Serves as representative for the program, applicable grants, etc. where appropriate and assigned.
- Ensures program infrastructure to support organizational capacity, program operations, funding stability, and fiscal accountability.

- Monitors program budgets and applicable and assigned funding to ensure expenditures are appropriate and timely.
- Assesses staffing capacity to conduct required activities, making modifications and/or recommendations as needed.
- Assesses staff training needs and workforce development priorities based on identified program goals and objectives and areas of need/priority; recommends and informs applicable training plans.
- Researches and keeps current on funding opportunities for the program and related service areas; coordinates, completes, and submits new and continuing grant applications.
- Manages funding agreements including completion of the grant application, budget, progress reports, and annual reports; ensures completion of grant objectives; and follows grant and federal requirements.
- Develops professional, supportive, and trusting relationships with program staff in order to facilitate a cohesive and effective team.
- Manages personnel matters per CHCC policies/procedures by identifying issues, communicating clearly and professionally with staff regarding expectations and staff performance, developing strategies and plans for responding to issues, recognizing exemplary performance, and keeping leadership, including the CHCC Human Resource Office (HRO) updated on issues through clear and regular communication.
- Completes all required CHCC and CGC Training as guided by respective Training Plans.
- Participates in Emergency Preparedness planning and implementation activities, as assigned.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Bachelor's Degree preferably in a human service field (inclusive of public health, nursing, or education).

Experience: At least four (4) years' experience in program management or coordination; experience with the program's client population is highly preferred.

Other: Preferred experience in program management; grant development, monitoring, and reporting; data analysis, community-based work and linkage; and program workplan development. In addition, training credits or experience should include at least 100 credit hours in health education, behavioral health related trainings, and program coordination, evaluation, grant writing, and/or media campaign development.

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.
- 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.
- 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 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:

All hires under this program is contingent upon funding availability. This position 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 ; are subject to funding availability through federal funds awarded to the *Commonwealth Healthcare Corporation to support the CNMI Crisis Counseling Program, Community Guidance Center* not to exceed 04/24/2027.

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.*