



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-071

POSITION:	Team Lead	OPENING DATE:	<u>06/22/2026</u>
NO. OF VACANCIES:	3	CLOSING DATE:	<u>06/26/2026</u>
SALARY:	\$41,600.00 P/A		
PAY LEVEL:	UNGRADED		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Crisis Counseling Program, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the direct supervision of the Disaster Program Manager (DPM) and the general supervision of the Community Outreach & Response Services (CORS) Administrator, the incumbent in this position will coordinate community-based crisis intervention efforts, oversees a multidisciplinary field team of crisis counselors, and community liaisons to deliver short-term, psycho-educational support services.

DUTIES:

- Accompany Crisis Outreach Workers (COWs) during community outreach as an active observer to ensure appropriate and high-quality service delivery.
- Conduct regular team meetings and clinical debriefings to mitigate compassion fatigue among frontline counselors.
- Train staff on disaster-related psychological reactions, coping mechanisms, and specialist SAMHSA/FEMA guidelines.
- Ensure all team actions align with Crisis Counseling Program (CCP) core principles---strength-based, anonymous, outreach-oriented, and delivered in non-traditional settings like survivors' homes or local shelters.
- Oversee the team's delivery of individual and group crisis counseling, public educational presentations, and supportive community contacts.
- Coordinate referral pathways for survivors who present with intensive trauma, severe mental illness, or substance abuse issues requiring traditional clinical treatment.
- Direct the collection of real-time encounter details, ensuring accurate use of tools.
- Analyze localized demographic and field data to identify underserved zones and modify outreach plans.
- Compile data and field updates to support the Program Manager with state, FEMA, or SAMHSA grant reporting requirements.
- Represent the CCP at meetings, community disaster recovery events, and faith-based groups.
- Lead the creation and distribution of psycho-education materials, flyers, and media announcements regarding disaster recovery.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Bachelor's degree in psychology, social work, counseling, public health, behavioral health, or related field.

Experience: Minimum two years' experience in crisis intervention, community outreach, mental health programs, or disaster response, with prior supervisory experience preferred.

Other: Strong empathetic listening, quick crisis assessment, adaptability to changing environments, and the ability to work

with multi-disciplinary teams.

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

KNOWLEDGE/ SKILL/ ABILITIES:

- Disaster Behavioral Health — Deep understanding of the psychological impacts of disasters, phases of disasters, and emotional reactions of survivors.
- CCP Model and Regulations – Comprehensive knowledge of FEMA/SAMHSA guidelines, particularly the non-clinical, anonymous, strengths-based outreach framework.
- Psychological First Aid – Complete familiarity with PFA core actions, stabilization techniques, and crisis de-escalation practices.
- Community Resource Networks – Comprehensive awareness of local mental health, substance use, housing, and social service referral pathways.
- Vicarious Trauma Signs – Knowledge of burnout, compassion fatigue, and secondary traumatic stress symptoms in frontline staff.
- Field Supervision – Proven ability to direct, motivate, and manage multi-disciplinary outreach teams in fluid, stressful environments.
- Crisis Intervention – Exceptional skills in active listening, emotional stabilization, and assessing immediate safety or risk levels.
- Data Management and Tech – Proficient in using mobile data tracking tools to log field encounters accurately.
- Interpersonal Communication – High-level verbal and written communication skills to interface with survivors, local leaders, and government stakeholders.
- Adaptability – Ability to navigate unstructured, field-based environments (e.g., unsheltered sites, emergency scenes) and respond to rapidly changing situations.
- Cultural Humility – Ability to adapt communication styles and service delivery to respect diverse demographic, socio-economic, and cultural backgrounds.
- Maintain Anonymity – Ability to strictly uphold the CCP's non-traditional structure, avoiding clinical diagnostic labeling or creating permanent case files.
- Rapid Problem Solving – Ability to assess field challenges, logistical hurdles, or team conflicts instantly and implement safe solutions.
- Mobilize Resources – Ability to quickly connect high-risk individuals with long-term clinical care systems while operating within field limits.

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 “**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 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

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.

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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.*