



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 26-078

POSITION:	<b>Specialized Outreach Worker</b>	OPENING DATE:	<b><u>06/22/2026</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>06/26/2026</u></b>
SALARY:	<b>\$33,280.00 P/A</b>		
PAY LEVEL:	<b>UNGRADED</b>		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Crisis Counseling Program, Community Guidance Center, Rota Health Center, Commonwealth Healthcare Corporation, Rota		

#### 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 provide community-based outreach, psychological first aid, and psycho-education to disaster survivors, individuals experiencing acute trauma, and identified special populations; work directly in the field, visiting homes, community centers, and/or businesses to reach individuals.

#### DUTIES:

- Proactively engage individuals, families, and organizations (schools, businesses, first responders) in areas impacted by disaster.
- Provide non-judgmental, trauma-informed emotional support and crisis intervention.
- Educate survivors about normal stress reactions to abnormal events and provide coping strategies to build resilience.
- Conduct initial assessments of behavioral health needs in the field.
- Connect survivors with community agencies, disaster relief resources (i.e., FEMA, Red Cross) and specialized mental health services.
- Maintain accurate, confidential records of contact and services provided in accordance with local and federal requirements.
- Prepares and submits a report to the Disaster Program Manager (DPM) as required.
- Performs other duties as assigned.

#### QUALIFICATION REQUIREMENTS:

**Education:** Any combination equivalent to an Associate's degree in psychology, social work, public/behavioral health, or sociology from an accredited college institution.

**Experience:** Minimum one (1) year experience in community outreach, peer support, public or behavioral health, or social services.

**Other:** Working with high-risk groups, including the elderly, homeless individuals, or socially disadvantaged communities; delivering services outside of an office setting, such as emergency shelters, disaster recovery centers, or door-to-door canvassing.

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

#### KNOWLEDGE/ SKILL/ ABILITIES:

- Crisis Intervention — Familiarity with providing anonymous, non-clinical, psychoeducation support rather than formal therapy.
- Disaster Psychology – Knowledge of the psychological phases of disasters, acute stress responses, and normal reactions to abnormal events.
- Community Resources – Deep familiarity with disaster-specific aid (e.g., FEMA programs, SBA loans, Red Cross)

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alongside long-term local housing, food, and medical resources.

- At-Risk Populations – Understanding the complexities of severe mental illness, homelessness, trauma, and domestic/street violence.
- Cultural Competency – Understanding the specific demographics, traditions, language needs, and historic vulnerabilities of the disaster-affected community.
- Psychological First Aid (PFA) - Proficiency in stabilizing distressed survivors, assessing immediate needs, and promoting safety and coping without re-traumatizing individuals.
- Active Listening – Skilled in reflective communication to normalize survivors’ emotional responses and build rapid trust in high-stress field settings.
- Resource Navigation – Ability to quickly connect survivors with complex federal, state, and local disaster recovery systems.
- Public Speaking and Presentation – Competency in delivering informal group briefings, stress-management workshops, and community flyers to diverse audiences.
- Emotional Resilience – Ability to maintain professional boundaries and manage personal stress while absorbing community trauma and widespread devastation.
- High Adaptability – Capacity to work effectively in highly fluid, unstructured environments, such as disaster recovery centers, shelters, or door-to-door canvas routes.
- Autonomy and Initiative – Ability to canvas neighborhoods independently, self-start community engagement, and identify pockets of unserved populations.
- Collaboration – Ability to work effectively in a team, often in groups, and with external partners.

### **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

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](mailto: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.*

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