



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

Promotional Announcement

Re-Announcement

EXAMINATION ANNOUNCEMENT NO. 26-051

POSITION:	Lead Family Coordinator	OPENING DATE:	<u>05/14/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>05/20/2026</u>
SALARY:	\$35,682.40 - \$43,374.24 P/A		
PAY LEVEL:	06/01 – 06/05		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	System of Care (SOC) Program, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the System of Care Program Manager, the employee in this position will assist in the development and implementation of plans and activities for the System of Care (SOC) program, adhering to the grant guidelines, approved activities, and deliverables. This individual will lead the development and implementation of the youth and peer support activities and ensure strong youth and family engagement.

DUTIES:

- Assist in coordination and implementation of meetings, trainings and community outreach activities involving children, youth and their families; key stakeholders; state and community leaders; and appropriate advisory councils to meet the grant deliverables and strengthen the collaborative processes involved with the development and implementation of the SOC program.
- Lead the development, implementation, evaluation, and monitoring of peer support and advisory council activities.
- Assist in the development and implementation of system policies and procedures and formal agreements.
- Assist in the development and implementation of program plans and activities.
- Assist in the coordination of activities that will promote the collaboration between the children/youth and adult mental health systems.
- Facilitate and implement activities that foster strong relationships and partnerships with child and youth-serving agencies to ensure the provision of coordinated services and supports.
- Develop and facilitate a peer support group and provide advocacy and leadership training to parents/families/caregivers of children and youth.
- Facilitate peer support group meetings and obtain input from parents/families/caregivers of children and youth on ways to improve the mental health service delivery system.
- Plan and implement family-driven activities to promote community awareness of issues faced by children, youth, and young adults transitioning into adulthood.
- Guide and support parents/families/caregivers of children and youth participating in leadership and advocacy activities.
- Coordinate with family and youth advocacy organizations for feedback, training, opportunities, collaboration, resources, mentoring, etc.
- Participate in networking with the CHCC and CGC management to provide outreach, education, and awareness of the SOC Project
- Work with internal and external partners and peer champions to ensure that family and youth activities take place in a coordinated and complimentary way.
- Coordinate and facilitate training to educate and engage caregivers around family-driven principles and parental involvement.

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.

- Empower families to be engaged in all levels of the SOC, including planning, design, implementation, outreach, evaluation, outreach, service delivery, and continuous quality improvement.
- Assist with linking parents/families/caregivers to support services that may help improve treatment outcomes.
- Ensure evaluation activities are family and youth-driven.
- Promote the importance of access to parent/family peer support for children and youth enrolled in the SOC.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to a bachelor’s degree from an accredited college or university psychology, human services or other social sciences related field.

Experience: Two (2) years of progressively responsible experience in one or more of the following areas: behavioral health or prevention services, family engagement or peer support coordination, community-based program implementation, care coordination or service navigation or youth advocacy or systems collaboration.

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

KNOWLEDGE/ SKILL/ ABILITIES:

- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- 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.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- 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.
- Time Management — Managing one's own time and the time of others.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- 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.
- Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.
- 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.
- 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 *CNMI System of Care Project*, 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.

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.*

****Promotional Announcement is open only to current employees of the Commonwealth Healthcare Corporation****