



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands  
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



## HUMAN RESOURCES

*\*Amendment due to Reclassification of Position\**

### **EXAMINATION ANNOUNCEMENT NO. 22-087**

POSITION: **Community Health Worker II** OPENING DATE: **07/12/2022**  
NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**  
SALARY: **\$26,626.08 P/A**  
PAY GRADE: **04/01**  
LOCATION: Healthy Transitions Program, Community Guidance Center, Behavioral Health Services  
Commonwealth Healthcare Corporation, Saipan

#### **NATURE OF WORK:**

Under the direct supervision of the CGC Healthy Transitions (HT) Program Manager, the employee in this position will coordinate and implement outreach and training activities as part of the prevention of substance use, misuse and overdose, and promotion of mental wellness efforts for the HT Program.

#### **DUTIES:**

- Coordinate and implement all activities, tasks, and responsibilities established in the program's social marketing, training, and outreach plans.
- Coordinate and conduct information dissemination, education, and community-based process activities to address the prevention of substance use, misuse and overdose, and promotion of mental wellness for program staff, consumers, stakeholders, partner agencies, and community members.
- Conduct and administer behavioral health screenings during outreach and training events which may include, but not limited to the Patient Health Questionnaire-9 (PHQ-9), Alcohol Use Disorders Identification Tool (AUDIT), and Drug Abuse Screening Tool (DAST).
- Assist with the development of the program's social marketing, training, and outreach plan.
- Research and implement effective behavioral health social marketing strategies.
- Research and implement information dissemination, education, and community-based process activities to address the promotion of mental wellness and the prevention of substance use for program staff, consumers, stakeholders, partner agencies, and community agencies.
- Monitor and maintain the program's social marketing activities, including all communication outlets such as social media and emails.
- Collect, maintain, and update all training and outreach related data.
- Represent and participate in community and partner agency training, outreach, and awareness activities as assigned.
- Attend in-service, online, and off-island trainings and participate in staff meetings and consultations, as required.
- Prepares and submits a report of behavioral health outreach activities to the Program Manager on a monthly basis.
- Perform other related duties as assigned.

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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:** Graduation from High school, General Education Development (GED), or Advanced Development Institute (ADI).

**Experience:** Three (3) years of related experience in behavioral health or another position with the provision of community health education, social or supportive services, or related duties. Experience in the Behavioral Health field is preferred.

**OTHER:** Must have a valid CNMI Driver's License.

**KNOWLEDGE:**

- 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.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**SKILL:**

- 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.

**ABILITY:**

- 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 (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

**OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “Covered”, 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, however facility hours are 24 hours / 7 day per week. The **Community Health Outreach Worker II** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. 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 *CHCC CGC Healthy Transitions Program* not to exceed 03/30/2023.

***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

1 Lower Navy Hill Road, Navy Hill, 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) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

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.*