



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 22-184

POSITION: **Certified Addiction Counselor, In Training** OPENING DATE: **11/01/2022**
NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**
SALARY: **\$50,000.00 - \$55,000.00 P/A**
PAY GRADE: **Ungraded**
LOCATION: **Addiction Services Unit, Community Guidance Center, Population Health
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

Under the direct supervision of the CGC Addiction Services, Treatment and Recovery Clinic Supervisor and general clinical supervision of the Clinical Services Officer and administrative supervision of the Administrator, the incumbent will perform, assist, and support the delivery of substance use disorder prevention and treatment services. The incumbent in this position will provide therapeutic services, evaluation and consultation to individuals and families in a clinical setting. They must have demonstrated the ability to work both independently and well with others. The services of the incumbent will be provided at the Commonwealth Healthcare Corporation under the immediate supervision of the CGC Treatment and Recovery Clinic Supervisor and general supervision of the CGC Director and Clinical Services Officer. Addiction Counselors are qualified mental health professionals who specialize in helping people overcome alcohol, substance, drug, and behavioral addictions. Their duties include evaluating and treating patients' mental and physical health and providing support to persons and family members battling addiction.

DUTIES:

- Complete and maintain accurate records or reports regarding the patients' histories and progress, services provided, or other required information.
- Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
- Interview clients, review records, and confer with other professionals to evaluate individuals' mental and physical condition and to determine their suitability for participation in a specific program.
- Develop client treatment plans based on research, clinical experience, and client histories.
- Review and evaluate clients' progress in relation to measurable goals described in treatment and care plans.
- Intervene as an advocate for clients or patients to resolve emergency problems in crisis situations.
- Coordinate counseling efforts with mental health professionals or other health professionals, such as doctors, nurses, or social workers.
- Modify treatment plans to comply with changes in client status.
- Attend training sessions to increase knowledge and skills.
- Participate in case conferences or staff meetings.
- Provide clients or family members with information about addiction issues and about available services or programs, making appropriate referrals when necessary.
- Conduct chemical dependency program orientation sessions.
- Coordinate activities with courts, probation officers, community services, or other post-treatment agencies.
- Train or supervise student interns or new staff members.
- Act as liaisons between clients and medical staff.

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.

- Plan or implement follow-up or aftercare programs for clients to be discharged from treatment programs.
- Assess individuals' degree of drug dependency by collecting and analyzing urine samples.
- Instruct others in program methods, procedures, or functions.
- Counsel family members to assist them in understanding, dealing with, and supporting clients or patients.
- Confer with family members or others close to clients to keep them informed of treatment planning and progress.
- Supervise or direct other workers providing services to clients or patients.
- Follow progress of discharged patients to determine effectiveness of treatments.
- Develop, implement, or evaluate public education, prevention, or health promotion programs, working in collaboration with organizations, institutions, or communities.
- Abide by the CNMI Licensing Board Regulations, NAADAC (National Association for Alcoholism and Drug Abuse Counselors), the Association for Addiction professionals; National Certification Commission for Addiction Professionals Code of Ethics, Pacific Behavioral Health Certification Body (PBHCB) or other sanctioned standards and regulations for substance use disorder and mental health treatment.
- Maintain culturally competent and sensitive application of interventions to ethnically diverse and minority populations.
- Maintain knowledge of CNMI and Federal laws, codes, and regulations governing mental health and substance abuse treatment.
- Adheres to the policies and procedures of the CHCC and CGC.
- Follow all protocols and chain of command at CHCC and CGC.
- Performs other related tasks as assigned to meet CHCC and CGC program goals and objectives.

QUALIFICATION REQUIREMENTS:

Education: Graduate from a recognized college or university with a Master's Degree in Counseling, Psychology, Social Work, Marriage and Family Therapy Program or related Human Services field, preferably in behavioral or mental health.

Experience: Minimum five (5) years experience working in a behavioral health setting with clients with addictions and/or substance use disorders; related experience can include other mental health or behavioral health settings such as school counseling.

Other: Writing skills and oral presentation skills needed. Proficient in Microsoft Office and Excel. Computer literacy and competency preferred. Language competency in indigenous languages preferred but not required.

Licenses/ Certifications: Relevant certification or licensure. Must be able to meet licensing requirements to become an Addictions Professional within one (1) year.

Knowledge/ Skill/ Abilities:

- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- 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.
- Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- 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.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- 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.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Service Orientation — Actively looking for ways to help people.
- Speaking — Talking to others to convey information effectively.

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- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- 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 Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Time Management — Managing one's own time and the time of others.
- 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.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- 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.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Near Vision — The ability to see details at close range (within a few feet of the observer).

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 **Certified Addictions Counselor, In Training** 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.

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:

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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
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.*