



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 23-059

POSITION: **Mental Health Counselor  
(In-Training)** OPENING DATE: **02/22/2023**

NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**

SALARY: **\$41,308.80 P/A**

PAY LEVEL: **07/01**  
*The salary given will be determined by the qualifications of the appointee.*

LOCATION: **Garrett Lee Smith (GLS) Youth Suicide Prevention Program, Community Guidance Center,  
Commonwealth Healthcare Corporation, Saipan**

#### NATURE OF WORK:

This position is under the general supervision of the Garrett Lee Smith Youth Suicide Prevention Program Manager and direct clinical supervision of the Clinical Services Officer. The incumbent is responsible for evaluation/assessment and treatment of young adults with suicide ideation or at-risk.

#### DUTIES:

- Performs mental health screening/intake/assessment, evaluate, diagnose, provide therapy and consultation, respond to crisis, and make appropriate referrals as necessary.
- Develops and implements individualized prevention plans that clearly specify the modality of intervention, the frequency, intensity, and duration of services to be expected and agreed by client and/or guardian.
- Focuses on individualized recovery prevention plan with achievable action steps aimed at stabilization of symptoms.
- Provides less restrictive services focusing on community and home-based support care and support rather than inpatient services.
- Consults with key stakeholders involved in client's life to ensure effective implementation of preventive recommendations.
- Maintains confidentiality of records relating to client's case.
- Develop and facilitate workshops or provide outreach when appropriate.
- Participate and commit to all training and clinical supervision hours geared toward licensure.
- Performs other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

**Education:** Master's degree in psychology, counseling or sociology.

**Experience:** One (1) year of direct service providing care with clients having mental health or substance use.

**Licenses/Certifications:** Must obtain licensure as a Licensed Mental Health Counselor (LMHC) or Licensed Marriage and Family Therapist (LMFT) from Health Care Professions Licensing Board (HCPLB) within two (2) years from hire.

**Other:** Proficient in Microsoft Office. Computer literacy and competency, and writing and oral presentation skills preferred.

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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.

### **KNOWLEDGE/SKILL/ABILITY:**

- 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.
- Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- 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.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- 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.
- 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.
- Persuasion — Persuading others to change their minds or behavior.
- 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.
- Negotiation — Bringing others together and trying to reconcile differences.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Instructing — Teaching others how to do something.
- Science — Using scientific rules and methods to solve problems.
- 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.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- 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.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- 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.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

### **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 “**Exempt**” or is **NOT** 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 Garrett Lee Smith (GLS) – Youth Suicide Prevention 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

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) 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.*