



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 23-062

POSITION:	Mental Health Counselor (In-Training)	OPENING DATE:	<u>03/07/2023</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>Continuous</u>
SALARY:	\$41,308.80 P/A		
PAY LEVEL:	07/01		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Healthy Transition Program, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

This position is under the general supervision of the Healthy Transitions Program Manager and direct clinical supervision of the Clinical Services Officer. The incumbent is responsible for evaluation/assessment and provide therapeutic services for youth and young adults and/or families in an outpatient clinical setting.

DUTIES:

- Performs behavioral health screening/intake/assessment, evaluate, provide therapy and consultation, respond to crisis, and make appropriate referrals as necessary.
- Develops and implements individualized plan that clearly specify the modality of intervention, frequency, intensity, and duration of services to be expected and agreed by the 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 rather than inpatient services.
- Consults with key stakeholders involved in the client's life to ensure effective implementation of preventative recommendations.
- Maintains confidentiality of records relating to client's case.
- Provide outreach when needed.
- Participate and commit to all training and clinical supervision hours to obtain licensure within 1-2 years of employment.
- 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.

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.

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.

- 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.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- 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.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- 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.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Service Orientation — Actively looking for ways to help people.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- 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.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- 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.
- Negotiation — Bringing others together and trying to reconcile differences.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- 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 that there is a problem.
- Speech Clarity — The ability to speak clearly so others can understand you.
- 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.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Speech Recognition — The ability to identify and understand the speech of another person.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- 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.

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- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

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 Healthy Transition 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

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.*