



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

*\*Re-Announcement\**

### EXAMINATION ANNOUNCEMENT NO. 23-074

POSITION:	<b>Community Health Outreach Worker III</b>	OPENING DATE:	<b><u>05/23/2023</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>06/12/2023</u></b>
SALARY:	<b>\$30,823.52 - \$32,364.80 P/A</b>		
PAY LEVEL:	<b>05/01-05/02</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Addiction Services Unit, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK:

Under the general supervision of the Prevention Services Manager (Project Director of State Opioid Response), Community Guidance Center (CGC) of the Commonwealth Healthcare Corporation (CHCC), the employee in this position is responsible for providing a wide range of substance abuse prevention-related services to the islands of Saipan, Rota, and Tinian. In addition, the employee will provide direct education, outreach, and training services to the community members and their families in the area of substance abuse prevention and the Opioid State Targeted Response goals and objectives.

#### DUTIES:

- Coordinates and conducts substance abuse education and outreach awareness of the State Opioid Response and assists in substance abuse-related prevention activities for the CNMI community members.
- Assist in developing and implementing a strategic plan to help guide the CNMI State Opioid Response.
- Provide direct assistance in meeting the State Opioid Response goals, objectives, and benchmarks.
- Researches and compiles Evidence-based Programs and Practices that can be used, modified, and localized in the CNMI for the State Opioid Response.
- Works directly with the Center for Substance Abuse Prevention (CSAP) to coordinate identified training and technical assistance for the State Opioid Response.
- Provides timely and complete monthly, quarterly, and annual reports.
- Represents State Opioid Response on assigned coalitions, task forces, and community groups.
- Maintains and updates all records and documents pertaining to the State Opioid Response assignments.
- Performs other related duties as assigned to meet CHCC and CGC program goals and objectives.
- Adheres to the policies and procedures of CHCC and CGC.
- Performs other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

**Education:** High School Diploma, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE).

**Experience:** Five (5) years of related experience including counseling, health education, home visit, and care coordination. Experience with working with different ethnic/cultural individual groups. Preferred experience working within a community-based program with outreach activities, mental health, or equivalent gained employment and experience within the social service sector of 1-2 years.

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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.

**Licenses/Certifications:** Must obtain Certified Prevention Specialist (CPS) certification through the International Certification and Reciprocity Consortium (IC&RC) within two (2) years from date of hire.

**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.

**KNOWLEDGE/SKILL/ABILITY:**

- 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.
- 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 “**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 State Opioid Response Grant*, not to exceed 09/29/2023.

**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.*