



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

*\*Amendment to Salary and Qualification Requirements\**

### **EXAMINATION ANNOUNCEMENT NO. 22-050**

POSITION: **BEHAVIORAL HEALTH  
TECHNICIAN** OPENING DATE: **03/04/2022**

NO. OF VACANCIES: **2** CLOSING DATE: **Continuous**

SALARY: **\$24,148.80 P/A**

LOCATION: Behavioral Health Response Program, Community Guidance Center  
Commonwealth Healthcare Corporation, Saipan

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

Under the direct supervision of COVID-19 Behavioral Health Response Program Manager and general supervision of the Clinical Services Officer, the incumbent will perform, assist, and support with the delivery of behavioral health services through the COVID-19 BHR program. This individual will assist the Commonwealth Healthcare Corporation, Community Guidance Center's COVID-19 Behavioral Health Response Program (BHR) Program with assigned administrative duties and/or brief intervention and logistical support.

#### **DUTIES:**

- Provide logistical, administrative and general and clinical support within the COVID-19 BHR program.
- Employee will perform duties and responsibilities in a rotating schedule, as assigned, within the COVID-19 BHR program and any relevant CGC clinics.
- Assists with group facilitations, workshop sessions, community outreach and training activities for CGC sponsored events to include the islands of Tinian and Rota.
- Build capacity through training, webinars, seminars, and other CGC sponsored training.
- Offer support to CGC clientele under the supervision of the COVID-19 Behavioral Health Response Program Manager.
- Assist with the monitoring and delivery of telehealth services through the Behavioral Health Info Line.
- Complete clientele forms and assist with assessments if necessary.
- Maintain confidentiality as per CHCC-HR policies and protocol.
- Assist CGC to build resources within the CNMI community through outreach collaboration within agencies of the CNMI government.
- Conduct light research to locate beneficial resources for the CHCC and CGC to benefit the CNMI community.
- Act as a goodwill ambassador to forward the mission of the CHCC and the CGC.
- Assist staff and clientele with team building activities.
- Completion of timely information and/or submission of monthly reports and other related CHCC or

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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.

grant reporting requirements, as guided by the COVID-19 Behavioral Health Response Program Manager.

- Follow all protocol and chain of command at CHCC and CGC.
- Adherence to all CHCC and CGC policies and procedures.
- Performs other related as assigned to meet CHCC/CGC/ COVID-19 BHR program goals and objectives.

**QUALIFICATION REQUIREMENTS:**

Graduation from High School, General Education Development (GED), or Advanced Development Institute (ADI). Three (3) years of outreach, counseling, and/or health related background.

**KNOWLEDGE:**

- Computer literacy and competency preferred.
- Must be proficient in Microsoft Office.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- 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.
- Knowledge of computer skills, including proficiency in word processing are important.
- Knowledge of patient services.

**SKILLS:**

- Excellent communication skills.
- Excellent organization and attention to detail.
- 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.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.

**ABILITIES:**

- Ability to speak indigenous languages preferred.
- Ability to prioritize tasks and meet deadlines.
- Ability to work in a team environment.
- Strong interpersonal skills.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to apply general rules to specific problems to produce answers that make sense.
- 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.
- Ability to communicate information and ideas in writing so others will understand.
- Ability to maintain professionally ethical standards in all patient/family interactions.

**CONDITIONAL REQUIREMENTS:**

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. 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; Every effort will be made to adhere to the employee's regular work schedule.

This position is “**COVERED**” and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law; subject to funding availability through federal funds awarded to the *CNMI COVID-19 Behavioral Health Response Program, not to exceed 05/31/2023.*

**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.*

**OTHERS:**

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:** 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.*

**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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