



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Re-Announcement & Amendment to MQR

EXAMINATION ANNOUNCEMENT NO. 23-132

POSITION: **Mental Health Counselor Associate** OPENING DATE: **07/25/2023**

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

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

PAY LEVEL: **07/01**

LOCATION: *The salary given will be determined by the qualifications of the appointee.*
Community Guidance Center,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

The Mental Health Counselor Associate will provide therapeutic services, evaluation, and consultation to individuals and families in an outpatient clinical setting. The incumbent will work as an active team member of the professional staff of the Wellness Clinic under the Community Guidance Center (CGC) to attend to clinical needs. The services will be provided at the Commonwealth Healthcare Corporation (CHCC) under the general administrative supervision of the program manager and the direct clinical supervision of the Clinical Services Officer (or mental health provider assigned by the CSO). All clinical services provided and impacts to clinical services of the CHCC/CGC must be overseen by and approved by the CSO.

DUTIES:

- Receives referrals and conducts screening to identify needs and risk level.
- Under clinical supervision, conduct bio-psychosocial evaluations of behavioral health patients and formulate a diagnosis based on a comprehensive assessment, inclusive of, but not limited to signs and reported symptoms and integration of objective clinical scales, treatment records, and history, for the purpose of providing individual or group clinical counseling and developing behavioral health treatment plans or recommendations utilizing evidence-based models and interventions.
- Formulates, implements, and monitors client's individual treatment plan and diagnosis according to the most updated version of the Diagnostic and Statistical Manual (DSM) incorporating psycho-social history, strengths, weaknesses, life domain needs, symptoms, and risks to mental health and well-being within thirty (30) days of initial appointment for non-high-risk clients, and 48 hours for high-risk clients.
- Develops treatment and discharge plan in a timely manner according to targeted goals and treatment needs.
- Conducts discharge of inactive clients no later than ninety (90) days of last contact, unless otherwise stated in treatment plan.
- Maintains complete, confidential, and timely client progress notes and charts.
- Inputs and updates clients' information in computerized data system of diagnosis and treatment encounters.
- Conducts crisis interventions including suicide risk assessments of at-risk clients and develops safety plans, follow-up/monitoring, and/or referrals as necessary.
- Provides client home-based services, crisis response, or outreach, when necessary, as approved or assigned by Clinical Services Officer.
- Participates in community outreach, presentations, and training.
- Develops and/or facilitate special population support groups, workshops, psycho-education special topics classes or group therapy for consumers and families based on clinical needs.
- Assist and provide clinical coverage as assigned by the Clinical Services Officer.

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.

- Participation in off or on-island training for the purpose of professional growth and development to be discussed with the Clinical Services Officer in conjunction administrative program manager. The final decision will be with the Clinical Services Officer.
- Consults and collaborates with clinic supervisor regarding clinical and direct services issues.
- Participates in weekly team meetings.
- Develops and maintains professional, cooperative working relationships with other service providers.
- Assists with grant application and reports, or other administrative duties when necessary.
- Assists in providing services or response in the event of an emergency, disaster, and other related crisis as required.
- Abides by the American Psychological Association (APA) and/or American Association of Marriage and Family Therapy (AAMFT) code of ethics, or psychology equivalent.
- Maintains culturally competent and sensitive application of interventions to ethnically diverse and minority populations.
- Knowledge of CNMI and federal laws, codes, and regulations governing mental health and substance abuse treatment.
- Prepares and submits a report of clinical services and activities on a monthly basis, or as required by clinic manager and/or supervisor.
- Participates and commits to all training and clinical supervision hours geared toward licensure.
- Responsible for accurate documentation/tracking of clinical supervision hours as required by graduate program and obtains supervisor signature for verification purposes.
- Adheres to agency regulations/measures to ensure safety at all times.
- Obtains licensure within two (2) years of hire.
- Adheres to the policies and procedures of the Commonwealth Healthcare Corporation.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Master degree in psychology, counseling, marriage and family therapy, or social work from a counseling program accredited by the corresponding accrediting body: The Council for Accreditation of Counseling and Related Educational Programs (CACREP), American Association for Marriage and Family Therapy, Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), Council on Social Work Education or the Canadian Association of Schools of Social Work, or from a college or university recognized by the U.S. Department of Education with an emphasis in mental health counseling or in another mental health field (psychology, clinical social work, etc.) accredited by an agency recognized by the U.S. Department of Education or Council for Higher Education Accreditation (CHEA) in counseling, psychology, or related field.

Experience: Zero to one (1) year of direct service providing care with clients having mental health challenges.

Licenses/Certifications: Must undergo licensure with Health Care Professions Licensing Board (HCPLB) within two (2) years from hire and may be extended to three (3) years.

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.
- 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

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- 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.
 - 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.
 - 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.
 - 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 and not only recognizing there is a problem.
 - Ability to communicate information and ideas in writing so others will understand.
 - Experience providing direct client mental health counseling/therapeutic services.
 - Ability to maintain professionally ethical standards in all patient/family interactions.

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.

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*

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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.*