



Commonwealth Healthcare Corporation
Commonwealth of the Northern Mariana Islands
1178 Hinemlu' Rd, Garapan Saipan, MP 96950



HUMAN RESOURCES
EXAMINATION ANNOUNCEMENT NO. 24-021

POSITION: **MENTAL HEALTH COUNSELOR ASSOCIATE** OPENING DATE: **01/01/2024**

CLOSING DATE: **Continuous**

SALARY: **\$41,308.80 per annum**

LOCATION: Wellness Clinic, 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) attending 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 Director of Behavioral Health Clinical Services (or a designated mental health provider). All clinical services provided and impacts to clinical services of the CHCC/CGC is under the guidance and approved of the Director of Behavioral Health Clinical Services

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

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.

- classes or group therapy for consumers and families based on clinical needs.
- Assist and provide clinical coverage as assigned by the Clinical Services Officer.
 - 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.

QUALIFICATIONS:

Education: Master's 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: Minimum one (1) year of experience in directly providing service and care to clients with mental health challenges.

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

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health 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 NMI 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 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

Office Hours: Monday through Friday, 7:30am to 4:30pm; **CLOSED** on weekends and holidays.

Employment Application Forms are available at the hospital facility’s Main Cashier Office or online at www.chcc.health.

E-mail: apply@chcc.health

Trunk Line: (670) 234-8951 ext. 3583/3443/3556

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.*