



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-051

POSITION:	Clinic Coordinator	OPENING DATE:	<u>02/06/2024</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>02/20/2024</u>
SALARY:	\$35,682.40 P/A		
PAY LEVEL:	06/01		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Behavioral Health Services, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

Under the direct supervision of the Community Guidance Center (CGC) Wellness Clinic Supervisor and the general supervision of the Director of Behavioral Health Clinical Services, the employee will provide overall administrative and clinic support to the Director of Behavioral Health Clinical Services, oversee the functions of the Wellness clinic office to include administrative functions, client record room, scheduling, clinic coordination and other related duties.

DUTIES:

- Provide clinical/administrative support to the Director of Behavioral Health Clinical Services, including scheduling appointments and coordinating meetings, scheduling clients, assisting with patient billing, registration/intake/screening, assisting with training coordination, groups, and presentations, and providing administrative support in the coordination, development, and delivery of services involving all CGC clinics and external partners.
- Monitors and ensures charting policies and procedures.
- Assists in the monitoring of quality assurances and supervises the improvement of streamlining clinic services.
- Oversees management of patient/client charts and record room.
- Oversees all necessary registration information and intake information and processes are completed.
- Assists with the coordination of Data Management for clinical services.
- Conducts Screening, Walk In/Phone Crisis Screening, Registrations, and Suicidal Ideation/Attempt Risk, Admissions/Discharge Consultation.
- Assists with the coordination of Commonwealth Healthcare Corporation (CHCC) and CGC emergency procedures.
- Assists with crisis, suicidal or psychiatric risk assessment.
- Assists with case management services to include referral to appropriate programs, appointment verification with treatment personnel reminder calls, discharge letters, and updated status as per discharge plan.
- Review and obtains signature of agreement and understanding with Consent to Treatment, Confidentiality Regulations, and Release of Information forms, all historical pertinent information to include court documents, and explanation of appropriate rights to service, applicable federal laws, and ethics.
- Provides administrative support for CGC Clinical team during walk-in, appointments, referral from Rota and Tinian and other agencies, charts, registration, and other duties.
- Assists Psychotherapists with appointments scheduling, follow up with clients, billing and any/all clinical needs.
- Provide regular updates to the Psychotherapist, Wellness Clinic Supervisor and Director of Behavioral Health Clinical Services and complete all reports and documentation as required.
- Participates in activities quality assurances of data input and forms.
- Participates in crisis intervention response, risk assessment, and referral and case management assistance.
- Attends and participates in required relevant on/off island community awareness workshops, training and conference to

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.

enhance current level of expertise.

- Maintains updated evidence-based practices, knowledge of principles, techniques, and practices of suicide prevention, through continuing education and trainings.
- Attends regular Division, program meetings, and scheduled meetings by supervisor.
- Prepare requested records, evaluations for Northern Marianas Protection and Advocacy Systems, Inc. (NMPASI), Social Security Administration (SSA), the courts, etc.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to graduation from an accredited college or university with an associate degree in business management or related field.

Experience: Plus, four (4) years of administrative or front office experience in a clinical setting.

Other: Writing skills and oral presentation skills are needed. Proficient in Microsoft Office and Excel. Computer literacy and competency are preferred.

KNOWLEDGE/SKILL/ABILITY:

- 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.
- Clerical – knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, 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.
- Administrative -Typing, computer skills, writing skills and oral presentation skills needed.
- Speaking – talking to others to convey information effectively.
- Service Orientation – actively looking for ways to help people.
- Technology – experience or willingness to learn the use of electronic health record and Microsoft Office software
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Attention to Detail – job requires being careful about detail and thorough in completing work tasks.
- Dependability – job requires being reliable, responsible, dependable, and fulfilling obligations.
- Concern for Others – job requires being sensitive to others needs and feelings and being understanding and helpful on the job.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening 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 Substance Abuse and Mental Health Services Administration, (SAMHSA) Block Grant – Behavioral Health Services, Community Guidance Center* not to exceed 09/30/2025.

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) 234-8950

Trunk Line: (670) 234-8951 ext. 3583/3410/3584/3416/3443

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.*