



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 22-086

POSITION: **BEHAVIORAL HEALTH SPECIALIST** OPENING DATE: **04/28/2022**
SALARY: **\$30,823.52 P/A** CLOSING DATE: **CONTINUOUS**
PAY LEVEL: **05/01**

The position(s) is/are available in the following assignment locations:

NUMBER OF VACANCIES: 1

LOCATION:

Healthy Transitions Program, Community Guidance Center, Behavioral Health Services
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the CGC Healthy Transitions Program Manager, the employee in this position will provide intensive and individualized care coordination for youth and young adults with identified mental health and life needs.

This position is subject to funding availability through federal funds awarded to the *CHCC CGC Healthy Transitions Program*, not to exceed 03/30/2023.

NUMBER OF VACANCIES: 1

LOCATION:

System of Care Program, Community Guidance Center, Behavioral Health Services
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the CGC System of Care Program Manager, the employee in this position will provide intensive and individualized care coordination for youth and young adults with identified mental health and life needs.

This position is subject to funding availability through federal funds awarded to the *CNMI System of Care Program*, not to exceed 09/29/2022.

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.

DUTIES:

- Participate in the development and implementation of wraparound services process, policies, and procedures.
- Maintain a caseload of children/youth and families.
- Contact consumers/clients within 48 hours after enrollment to set up initial visit to introduce self and supports available.
- Schedule and attend program-required visits with assigned children/youth and/or families, facilitate monthly team meetings to discuss treatment planning, and maintain a minimum of weekly phone contact with clients and service providers, as needed.
- Maintain and keep updated with Wraparound process, policies and procedures.
- Work with the Lead Wraparound Care Coordinator, Program Manager, and Therapist to utilize reports and data collected to continuously improve the care provided to children/youth and/or families.
- Advocate for children and youth across a variety of settings, including home, educational, court, and community settings, as needed.
- Seek community resources with the assistance of the team.
- Provide or arrange for transportation for child/youth to appointments, including assisting with identifying natural supports and sustainable transportation plans, etc., if needed.
- Provide regular updates to the Lead Wraparound Care Coordinator and complete all necessary paperwork (i.e., plans of care, referrals, progress notes, consent forms, evaluation forms, etc.)
- Maintain accurate and updated consumer information (i.e., demographic, contact information, and other data collected).
- Collaborate with other necessary individuals the child/youth and family may have contact with.
- Attend in-service, online, and off-island trainings and participate in staff meetings and consultations, as required.
- Coordinate and facilitate behavioral health trainings for program staff, consumers, stakeholders, partner agencies, and community members.
- Attend bi-weekly Manager/Lead Wraparound Care Coordinator/Clinical Supervisor meetings.
- Assist with coverage for care coordinators out of the office as needed or directed.
- Work with Lead Family Coordinator and Community Outreach Coordinator in planning and implementing peer support and outreach activities and events.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduate from a recognized college or university with a Bachelor's Degree in Psychology, Social Work, or other Human Services-related field, preferably in behavioral or mental health.

Preferred Qualifications:

Experience in child or youth-serving programs dealing with children/youth with or at-risk of serious emotional disturbances and/or severe mental illness.

KNOWLEDGE:

- Computer literacy and competency preferred.
- Must be proficient in Microsoft Office.
- Oral presentation skills needed.
- Knowledge of computer skills, including proficiency in word processing are important.
- 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.

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.

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- 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 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.
- 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.

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

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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