



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

Re-Announcement

EXAMINATION ANNOUNCEMENT NO. 22-065

POSITION: **Community Health Outreach Worker I** OPENING DATE: **05/03/2022**

NO. OF VACANCIES: **1** CLOSING DATE: **05/16/2022**

SALARY: **\$22,998.56**

PAY LEVEL: **03/01**

LOCATION: **Maternal, Infant, Child & Adolescent Health (MICAHA) Program
Tinian Health Center**

NATURE OF WORK:

The Home Visiting, Community Health Outreach Worker I is responsible for initiating and maintaining contact / support with families in the homes. The Home Visiting, Community Health Outreach Worker I is also responsible for applying the implemented curriculum.

DUTIES:

1. Participates in the MCH's Program efforts to improve the health and well-being of families enrolled in program services
2. Assists in other outreach and recruitment activities of families
3. Assists in home visiting follow up with each family to ensure continuity of services working closely with the team leader and Supervisor
4. Collects specific data information for reporting
5. Assists with the implementation of the Individual Family Services Plan
6. Apply the chosen curriculum in the home.
7. Conduct initial home visit intake interview with client obtaining factual demographic, clinical information from the client.
8. Assist in providing guidance that include family issues, domestic violence, mental health, child abuse, neglect and poverty
9. Assists in transition services such as employment/education assistance, etc., by providing information to parents
10. Keeps updated files and maintains confidentiality of the files of children and families such as completed cases, referred cases and those needing follow up
11. Identifies, develops, sets-up and delivers services and activities for families and their children
12. Ensures client/patient attendance at scheduled appointments
13. Assist with the identification, assessment, screenings and referral of potentially eligible participants.
14. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED) or Advanced Development Institute (ADI). One (1) year work related experience including counseling, health education, home visit, care coordination. Have experience working with different ethnic/cultural individual groups.

Must have a valid CNMI Driver's License.

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.

OTHER:

- Complete the Healthy Families America (HFA) Foundations for Family Support (FFS) Training within 1 year of hire.
- Complete the Growing Great Kids Prenatal to 36 months curriculum training within 1 year of hire.
- Complete the Growing Great Kids Preschool Curriculum Training within 1 year of hire.
- Completed HFA's 80 Hours of wrap around training within 1 year of hire.

KNOWLEDGE:

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SKILL:

- 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.

ABILITY:

- 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.

CONDITIONAL REQUIREMENTS:***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 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 MIECHV Program*, not to exceed 09/29/2022.

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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