



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-112

POSITION: **BEHAVIORAL HEALTH
TECHNICIAN** OPENING DATE: **06/09/2020**

NO. OF VACANCIES: **2** CLOSING DATE: **06/18/2020**

SALARY: **\$24,960.00 P/A - \$30,000.00 P/A**
The salary given will be determined by the qualifications of the appointee.

LOCATION: Behavioral Health Response Program, Community Guidance Center
Commonwealth Healthcare Corporation, Saipan

DUTIES:

Under the direct supervision of COVID-19 Behavioral Health Response Program Manager and general supervision of the Clinical Services Officer, the incumbent will perform, assist, and support with the delivery of behavioral health services through the COVID-19 BHR program. This individual will assist the Commonwealth Healthcare Corporation, Community Guidance Center's COVID-19 Behavioral Health Response Program (BHR) Program with assigned administrative duties and/or brief intervention and logistical support. Provide logistical, administrative and general and clinical support within the COVID-19 BHR program. Employee will perform duties and responsibilities in a rotating schedule, as assigned, within the COVID-19 BHR program and any relevant CGC clinics. Assists with group facilitations, workshop sessions, community outreach and training activities for CGC sponsored events to include the islands of Tinian and Rota. Build capacity through training, webinars, seminars, and other CGC sponsored training. Offer support to CGC clientele under the supervision of the COVID-19 Behavioral Health Response Program Manager. Assist with the monitoring and delivery of telehealth services through the Behavioral Health Info Line. Complete clientele forms and assist with assessments if necessary. Maintain confidentiality as per CHCC-HR policies and protocol. Assist CGC to build resources within the CNMI community through outreach collaboration within agencies of the CNMI government. Conduct light research to locate beneficial resources for the CHCC and CGC to benefit the CNMI community. Act as a goodwill ambassador to forward the mission of the CHCC and the CGC. Assist staff and clientele with team building activities. Completion of timely information and/or submission of monthly reports and other related CHCC or grant reporting requirements, as guided by the COVID-19 Behavioral Health Response Program Manager. Follow all protocol and chain of command at CHCC and CGC. Adherence to all CHCC and CGC policies and procedures. Performs other related as assigned to meet CHCC/CGC/ COVID-19 BHR program goals and objectives.

QUALIFICATION REQUIREMENTS:

Any combination of equivalent to graduation from a recognized college or a university with an Associate's degree in a health-related field, preferably in behavioral health. One (1) year of experience in behavioral health service delivery. Computer literacy and competency preferred. Language competency in indigenous languages preferred. Proficient in Microsoft Office.

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

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.

compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law; subject to funding availability through federal funds awarded to the *CNMI COVID-19 Behavioral Health Response Project*, not to exceed 08/19/2021.

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: humanresources@dph.gov.mp

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 236-8756

