



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: [www.chcc.gov.mp](http://www.chcc.gov.mp)



## HUMAN RESOURCES

*\*Re-Announcement\**

### EXAMINATION ANNOUNCEMENT NO. 19-193

POSITION:	<b>RECOVERY OUTREACH SPECIALIST</b>	OPENING DATE:	<b><u>01/14/2020</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>01/24/2020</u></b>
SALARY:	<b>\$28,000.00 P/A - \$32,000.00 P/A</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> <b>Recovery Clinic, Community Guidance Center, Commonwealth Healthcare Corporation</b>		

#### DUTIES:

Under the direct supervision of Recovery Clinic, Clinical Supervisor, and general supervision of the Clinical Service Officer, the incumbent performs, assists, supports with the delivery of Recovery Clinic services. This individual will be assisting the Commonwealth Healthcare Corporation, Community Guidance Center's Recovery Clinic with assigned administrative duties and, or light clinical counseling and logistical support to include community outreach. Primary responsibilities include conducting outreach in the community; Outreach to, engagement of, and relationship building with participants with behavioral health needs. Assists the participant to identify and access community resources for developing natural supports to increase his/her success in the community. Models personal responsibility, self-advocacy, and hopefulness through appropriate self-disclosure, respectfully meeting participant's needs, and maintaining a positive belief in themselves. Supports participants in community inclusion events when necessary and ensures safety when participating in events, visits, and other interactions. Collecting data and entering the information in database; Conducting Recovery Clinic support services including scheduling relevant and appropriate skills-training for individuals; Attending community events and health fairs to promote awareness of program; Conducting formal presentations with agencies, community and faith-based organizations; Providing health education activities as necessary. Provide logistical, administrative and general and clinical support within the Recovery Clinic. Employee will perform duties and responsibilities in a rotating schedule, as assigned, within the CGC and the different established Clinics at CGC. 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 Recovery Clinic, Substance Abuse Treatment Supervisor. 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 Recovery Clinic, Substance Abuse Treatment Supervisor. 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/Recovery Clinic 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 and Two (2) years of substance abuse treatment and recovery.

#### 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

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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.

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 *Family and Community Driven Care, Addressing the Opioid Use Disorder Crisis in the CNMI*, not to exceed 09/29/2020.

**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](mailto: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

