



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. 20-193

POSITION:	LEAD WRAP AROUND COORDINATOR	OPENING DATE: <u>09/15/2020</u>
NO. OF VACANCIES:	1	CLOSING DATE: <u>09/28/2020</u>
SALARY:	\$35,000.00 - \$40,000.00 P/A <i>The salary given will be determined by the qualifications of the appointee.</i>	
LOCATION:	Healthy Transitions Program, Community Guidance Center Commonwealth Healthcare Corporation, Saipan	

DUTIES:

Under the direct supervision of the CGC Healthy Transitions Program Manager, the employee in this position will provide oversight and support for Wraparound Care Coordinators, while also providing services and individualized care coordination for youth and young adults. Provide leadership and role modeling of the Wraparound process for a team of approximately 6 Wraparound Care Coordinators. Oversee the development, implementation, and monitoring of the Wraparound Coordinator responsibilities and activities. Maintain a caseload of youth/young adults and families. Assist with the development of care coordinators, including but not limited to: mentoring and training new care coordinators in the Wraparound process, engaging in problem-solving and feedback to care coordinators, identifying information and natural supports with care coordinators, training and reviewing documentation for Wraparound care coordinators, as well as coaching care coordinators to follow best practices in adherence to Wraparound policies and procedures. Attend team/stakeholder/partner agency meetings to provide coaching for staff in the Wraparound process, policies, and procedures, and maintain follow through on policies with existing staff. Maintain and keep updated with Wraparound process, policies and procedures. Work with the Program Manager, therapist, and care coordinators to utilize reports and data collected to continuously improve the care provided to youth, young adults, and/or families. Contact consumers/clients 48 after enrollment to set up initial visit to introduce self and supports available. Schedule and attend program-required visits with assigned youth, young adults, 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. Advocate for youth and young adults 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 youth/young adults to appointments, including assisting with identifying natural supports and sustainable transportation plans, etc., if needed. Complete all necessary paperwork (i.e., Plans of Care, Referrals, Progress Notes, consent forms, evaluation forms, etc.). Maintain accurate and updated information of consumers, i.e., demographic and contact information, and other data collected. Collaborate with other necessary individuals the youth/young adult 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/Clinical Supervisor meetings. Assist with coverage for care coordinators out of the office as needed or directed. Assist care coordinators and youth and young adult coordinator in planning outreach activities and events. Prepares and submits a report of wraparound services and activities to the Program Manager on a monthly basis. Adheres to the policies and procedures of the Commonwealth Healthcare Corporation. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a recognized college or university with a bachelor’s degree in psychology, human services or related field plus four (4) years of experience working in youth-serving programs dealing with youth/young adults with, or at-risk of, serious emotional disturbances, serious mental illness, and/or substance use disorders.

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; subject to funding availability through federal funds awarded to the CHCC CGC Healthy Transitions Program, not to exceed 03/30/2021.

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