



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. 20-194

POSITION: **WRAP AROUND COORDINATOR** OPENING DATE: **12/10/2020**

NO. OF VACANCIES: **2** CLOSING DATE: **12/23/2020**

SALARY: **\$30,000.00 - \$35,000.00 P/A**
The salary given will be determined by the qualifications of the appointee.

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 intensive and individualized care coordination for youth and young adults with identified mental health and life needs. Participate in the development and implementation of wraparound services process, policies, and procedures. Maintains a caseload of youth/young adults 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 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. 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 youth, young adults, and/or families. 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. 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 information of consumers (i.e., demographic, 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/Lead Wraparound Care Coordinator/Clinical Supervisor meetings. Assist with coverage for care coordinators out of the office as needed or directed. Work with Youth and Young Adult Coordinator in planning outreach activities and events. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from a recognized college or university with a bachelor's degree in psychology, human services or related field plus two (2) 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