



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. 20-195

POSITION:	LICENSED PROFESSIONAL COUNSELOR	OPENING DATE:	<u>09/15/2020</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>09/28/2020</u>
SALARY:	\$60,000.00 - \$65,000.00 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 and general supervision of the CGC Director and Clinical Services Officer, the incumbent in this position will provide therapeutic services, evaluation, and consultation to youth and young adults and families in an outpatient clinical setting. The incumbent will work as an active team member with the program staff under the Community Guidance Center to attend to clinical need. Performs mental health screening/intake/assessment, evaluate, diagnose, provide therapy and consultation, and make appropriate referrals as necessary. Contact consumers/clients within 48 hours after walk-ins (self-referrals and/or referrals from other agencies or clinics) to set up initial appointment. Develop, implement, and monitor client's individualized treatment plan and diagnosis according to the most updated version of the DSM incorporating psychosocial history, strengths, weaknesses, life domain needs, symptoms, and risks to mental health and well-being within 30 days of initial appointment. Develop treatment and discharge plan in a timely manner according to targeted goals and treatment needs. Consult with key stakeholders (i.e., psychiatrist, substance abuse treatment provider, primary care physician, assigned wraparound care coordinator, families, etc...) involved in the consumer's life to ensure effective implementation of treatment plan. Conducts discharge of inactive clients no later than 90 days of last contact, unless otherwise stated in treatment plan. Maintains complete, confidential, and timely client progress notes and charts. Inputs and updates clients' information in computerized data system of diagnosis and treatment encounters. Conducts crisis interventions, Suicide Risk Assessments, Trauma and Brief Intervention. Provide consultation to the wraparound care team as needed. Participates in community outreach, presentations, and trainings. Work closely with the Youth and Young Adult Coordinator and Wraparound Care team to develop, implement, monitor, and evaluate peer support groups, workshops, psycho-education classes or group therapy for consumers and families based on clinical needs. Consults and works closely with the Substance Abuse Treatment and Recovery Supervisor, Wellness Clinic Supervisor, and CGC Clinical Services Officer regarding clinical and direct services issues. 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. Attend bi-weekly Manager/Lead Wraparound Care Coordinator/Clinical Supervisor meetings. Assists with grant applications and reports as needed. Assists emergency disaster and other related crisis intervention as required. Abides by the American Psychological Association (APA) code of ethics or psychology equivalent. Maintains culturally competent and sensitive application of interventions to ethnically diverse and minority populations. Knowledge of CNMI and Federal laws, codes, and regulations governing mental health and substance abuse treatment. Prepares and submits a report of clinical 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:

Masters Degree from an accredited graduate level program/institution in the field of Psychology, Marriage and Family Therapy or related field including course in Ethics, Confidentiality, Diagnosis, Treatment Planning, and Case Management plus three (3) years of clinical work experience and licensed as Licensed Professional Counselor by the CNMI Health Care Professionals Licensing Board (HCPLB).

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 **“EXEMPT”** and is not 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