



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 20-202

POSITION: **LEAD FAMILY COORDINATOR** OPENING DATE: **09/28/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **10/09/2020**

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

LOCATION: **Systems of Care Program, Community Guidance Center,
Commonwealth Healthcare Corporation, Saipan**

DUTIES:

Under the general supervision of the System of Care Program Manager, the employee in this position will assist in the development and implementation of plans and activities for the System of Care (SOC) program, adhering to the grant guidelines, approved activities, and deliverables. This individual will lead the development and implementation of the youth and peer support activities and ensure strong youth and family engagement. Assist in coordination and implementation of meetings, trainings and community outreach activities involving children, youth and their families; key stakeholders; state and community leaders; and SOC advisory members to meet the grant deliverables and strengthen the collaborative processes involved with the development and implementation of the SOC program. Lead the development, implementation, evaluation, and monitoring of peer support and SOC advisory council activities. Assist in the development and implementation of system policies and procedures and formal agreements. Assist in the development and implementation of program plans and activities. Assist in the coordination of activities that will promote the collaboration between the children/youth and adult mental health systems. Facilitate and implement activities that foster strong relationships and partnerships with child and youth-serving agencies to ensure the provision of coordinated services and supports. Develop and facilitate a focus group and provide advocacy and leadership training to parents/families/caregivers of children and youth. Facilitate focus group meetings and obtain input from parents/families/caregivers of children and youth on ways to improve the mental health service delivery system. Plan and implement family-driven activities to promote community awareness of issues faced by youth and young adults transitioning into adulthood. Guide and support parents/families/caregivers of children and youth participating in leadership and advocacy activities. Coordinate with family and youth advocacy organizations for feedback, training, opportunities, collaboration, resources, mentoring, etc. Participate in networking with the CHCC and CGC management to provide outreach, education, and awareness of the SOC Project. Work with the Youth and Young Adult Coordinator to ensure that family and youth activities take place in a coordinated and complimentary way. Coordinate and facilitate training to educate and engage caregivers around family-driven principles and parental involvement. Empower families to be engaged in all levels of the SOC, including planning, design, implementation, outreach, evaluation, outreach, service delivery, and continuous quality improvement. Assist with linking parents/families/caregivers to support services that may help improve treatment outcomes. Ensure evaluation activities are family and youth-driven. Promote the importance of access to parent/family peer support for children and youth enrolled in the SOC. 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. Experience navigating and self-advocating in child and family-serving systems is preferred. Strong writing and verbal communication skills. Typing and computer skills. Effective advocacy skills. Public speaking skills.

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 *Commonwealth of the Northern Marianas Islands System of Care Project* not to exceed 09/29/2021.

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

