



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. 19-193

POSITION: **RECOVERY OUTREACH SPECIALIST** OPENING DATE: **12/11/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **12/24/2020**

SALARY: **\$28,435.58 P/A - \$31,350.23 P/A**

The salary given will be determined by the qualifications of the appointee.

LOCATION: **Recovery Clinic, Community Guidance Center,
Commonwealth Healthcare Corporation**

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.

NATURE OF WORK:

- Primary responsibilities include conducting outreach in the community;
- Outreach to, engagement of, and relationship building with participants with behavioral health needs;
- Assists the participants 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;
- Collects data and enters information in database;
- Conducts Recovery Clinic support services including scheduling relevant and appropriate skills-training for individuals;
- Attends community events and health fairs to promote awareness of program;
- Conducts formal presentations with agencies, community and faith-based organizations;
- Provides health education activities as necessary;
- Provides logistical, administrative, 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.
- Builds capacity through trainings, webinars, seminars, and other CGC sponsored trainings.
- Offers support to CGC clientele under the supervision of the Recovery Clinic, Substance Abuse Treatment Supervisor;
- Completes clientele forms and assist with assessments if necessary;
- Maintains confidentiality as per CHCC-Human Resource policies and protocols;
- Assists CGC to build resources within the CNMI community through outreach collaboration within agencies of the CNMI Government;
- Conducts light research to locate beneficial resources for the CHCC and CGC to benefit the CNMI community;
- Acts as a goodwill ambassador to forward the mission of the CHCC and the CGC;
- Assists staffs and clientele with team building activities;

- Completes timely information and/or submissions of monthly reports and other related CHCC or grant reporting requirements, as guided by the Recovery Clinic, Substance Abuse Treatment Supervisor;
- Follows all protocols and chain of commands at CHCC and CGC;
- Adherences to all CHCC and CGC policies and procedures.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination of equivalent to graduation from a recognized college or a university with an Associate's degree in Human Services plus four (4) years of work experience, relevant work experience preferred.

OTHER QUALIFICATION REQUIREMENTS:

Upon hire, candidate must start acquiring training and clinical hours required to be a *Certified Peer Specialist*. Must possess a valid CNMI Driver's license. Must take and pass a background check provided by the CHCC/Human Resources Office.

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.

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) 233-8756

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