



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. 20-005

POSITION: **FAMILY ADVOCATE SUPERVISOR** OPENING DATE: **10/13/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **10/26/2020**

SALARY: **\$28,000.00 P/A**

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

LOCATION: H.O.M.E. Visiting Program, Maternal & Child Health Bureau,
Division of Public Health Services, Commonwealth Healthcare Corporation

NATURE OF WORK:

The role of the Supervisor will be responsible for the overall functioning and productivity of the home visiting team on Saipan, Tinian, & Rota. The Supervisor is responsible to overlap with each Family Advocate in the homes on a weekly basis. This position offers the opportunity to positively affect the lives of young families by motivating and supporting a team of home visitors who focus on maternal and infant health, parenting education, and family stabilization. The ideal candidate has a mental health background as well as experience with home visiting and reflective supervision practice.

DUTIES:

- Participates in the Maternal & Child Health Bureau's (MCHB) efforts to improve the health and well-being of families enrolled in services.
- Review all referrals, screening results, and assessments with Home Visiting Team.
- Conduct home visit with the Family Advocates to assess families' needs and concerns.
- Monitor families' progress in the homes.
- Support staff and families in the development of the Individual Family Support Plan with families enrolled in the program.
- Ensure the Individual Family Support Plans are complete and accurate.
- Support Family Advocates in implementing strategies through mentorship (e.g., role playing, training, and guidance).
- Assess Family Advocates abilities to address the families' risk factors and implement the strategies.
- Schedule and assign families to the Home Visiting Team based on the team's caseload and intensity of families' needs.
- Ensure that all Home Visiting Staff are receiving & completing required trainings related to home visiting.
- Ensure that all families are receiving appropriate services where needed.
- Ensure home visiting data collection is complete and accurate.
- Provide guidance and reflective supervision to the Home Visiting Family Advocates on Saipan, Tinian, and Rota.
- Conduct family assessments, develop individual family service plan, provide referrals, advocacy and follow up to participants.
- Assist Home Visiting Family Advocates in preparing individualized curriculum for home visits in accordance with adopted curriculum.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job related medical condition or disability, or any legal protected status.

- Maintain an overall home visiting caseload as a determined by Healthy Families America (HFA) guidelines as assigned.
- Ensure all documentation are up-to-date and accurate by conducting quality checks on reports prepared by Family Advocates.
- Assist with Rota and Tinian program team.
- As member of team, plan, develop, and implement groups as assigned.
- Organize quarterly group meetings for enrolled families.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to a Bachelor's Degree in human services or related field plus One (1) year of leadership/supervisory experience. Candidate must be able to demonstrate knowledge and experience in supervision. Upon hire, candidates must meet competencies set forth by the HOME Visiting Program within One (1) year of hire. Must possess high work standards, integrity, good judgment, and a mature and professional work attitude. Must be able to work independently and as a member of a team. Ability to communicate effectively, clearly and concisely in an oral and written manner. Must have proficient computer keyboard skills, with functional knowledge of e-mail, work processing and spreadsheet program.

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. 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 *Maternal, Infant, and Early Childhood Homevisiting Grant Program* 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

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