



**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. 20-116**

POSITION: **BEHAVIORAL HEALTH RESPONSE SPECIALIST** OPENING DATE: **11/05/2020**  
 NO. OF VACANCIES: **1** CLOSING DATE: **11/19/2020**  
 SALARY: **\$31,000.00 - \$35,000.00 P/A**  
*The salary given will be determined by the qualifications of the appointee.*  
 LOCATION: Behavioral Health Response Program, Community Guidance Center  
 Commonwealth Healthcare Corporation, Saipan

**DUTIES:**

The incumbent in this position will provide therapeutic services, evaluation and consultation to individuals and families in an outpatient clinical setting. The incumbent will work as an active team member with the professional staff of the COVID-19 Behavioral Health Response Program under the Community Guidance Center to attend to clinical need. The services of the incumbent will be provided at the Commonwealth Healthcare Corporation under the immediate supervision of the COVID-19 BHR Program Manager and general supervision of the CGC Director and Clinical Services Officer.

**NATURE OF WORK:**

- Performs mental health intake/assessment, evaluate, diagnose, and provide therapy.
- Also to provide consultation and make appropriate referrals as necessary.
- Formulates, implements, and monitors client's individual treatment plan and diagnosis according to the most updated version of the DSM incorporating psycho-social history, strengths, weaknesses, life domain needs, symptoms, and risks to mental health and well-being within 30 days of initial appointment.
- Develops treatment and discharge plan in a timely manner according to targeted goals and treatment needs.
- 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 updated clients' information in computerized data system of diagnosis and treatment encounters.
- Conducts crisis interventions, Suicide Risk Assessments, Trauma and Brief Intervention.
- Participates in community outreach, presentations, and trainings.
- Develops special population support groups, workshops, psycho-education special topics classes or group therapy for consumers and families based on clinical needs.
- Consults and collaborates with Wellness Clinic Supervisor and CGC Clinical Supervisor regarding clinical and direct services issues.
- Participates in weekly staff meetings.
- Develops and maintains professional, cooperative working relationships with other service providers.
- Assists with grant application and reports as necessary.
- Assists emergency disaster and other related crisis intervention as required.
- Abides by the American Psychological Association (APA) and/or American Association of Marriage and Family Therapy (AAMFT) 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 COVID-19 BHR Program Manager on a monthly basis.

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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 local protected status.

- Adheres to the policies and procedures of the Commonwealth Healthcare Corporation.
- Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Bachelor’s Degree in Psychology, Marriage & Family Therapy or related degree including courses in Ethics, Confidentiality, Diagnosis, Treatment Planning, and Case Management. One (1) year of clinical work experience within the social service sector or internship experience within a bachelor’s field work 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 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 *CNMI COVID-19 Behavioral Health Response Program*, not to exceed 08/19/2021.

***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](mailto: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