



# 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. 20-119**

POSITION: **DISASTER RESPONSE SPECIALIST** OPENING DATE: **11/23/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **12/07/2020**

SALARY: **\$31,000.00 - \$35,000.00 P/A**

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

LOCATION: Disaster Response Program, Community Guidance Center  
Commonwealth Healthcare Corporation, Saipan

#### **DUTIES:**

Under the direct supervision of the Disaster Response Program Manager and general supervision of the Clinical Services Officer, the incumbent performs, assists, supports with the delivery of recovery services. The incumbent in this position will provide therapeutic services, evaluation and consultation to individuals and families in an outpatient clinical setting also having strong project management skills and partnership building skills. Candidate must have demonstrated the ability to work both independently and well with others. The services of the incumbent will be provided at the Commonwealth Healthcare Corporation under the immediate supervision of the Disaster Response Program Manager and general supervision of the CGC Director and Clinical Services Officer.

#### **NATURE OF WORK:**

- Screening, Intake Assessments, Clinical Evaluations, including diagnostic impressions of Substance Use Disorders (SUD).
- Demonstrates competency treatment and service planning to support individuals living with SUDs and Co-Occurring Disorders (CODs), including initial, ongoing, continuity of care, discharge, and planning for relapse prevention.
- Demonstrates referral competencies, establishing and maintaining relationship with civic groups, agencies, other professionals, government entities and the community to ensure appropriate referrals, identifying service gaps, and expanding community resources and help consumers resolve unmet needs.
- Demonstrates competency with case management, care coordination approach to delivery of clinic services, linking consumers with appropriate services to achieve their treatment plan goals.
- Facilitates and provides individual and group counseling under the supervision of the Substance Abuse Treatment Supervisor: brief intervention/brief treatment, individual and conjoint family support counseling, group counseling, substance use disorder psychoeducation, and community education/outreach presentation.
- Demonstrates abilities to complete assessment and treatment of clients at risk for suicide (e.g. performs mental health assessments; evaluate, treat and make appropriate referrals when necessary and perform psychological evaluations to determine functioning and dangerousness, leading to risk management plans).
- Maintains and demonstrates clinical best practices as identified by (Substance Abuse Mental Health Services Administration, Center for Substance Abuse Treatment) Addiction Counseling Competencies: Clinical Evaluation, Treatment Planning, Referral, Service Coordination, Counseling, Client, Family and Community Education, Documentation, and Professional and Ethical Responsibilities.
- Participates in crisis intervention response, risk assessment, and referral and case management assistance.
- Maintains timely documentation and complete documentation for behavioral health record in accordance with agency and funding source requirements.
- Gains and increases experience and training with evidence-based practices substance use disorder treatment and recovery.
- Maintains a reasonable caseload and provides case-management, social work, and referral services for substance use disorder clients; with joint clinic efforts, provides services within other clinics within CGC.

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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 legal protected status.

- Assists the Disaster Response Program Manager with planning, reporting, and implementation of CGC federal grant funding.
- Establishes/maintains collaborative efforts to strengthen CGC programs with stakeholders and partnering agencies.
- Participates in research, development, and evaluation of evidence-based programs.
- Assists with emergency disaster and other related crisis intervention as required.
- Abides by the NAADAC (National Association for Alcoholism and Drug Abuse Counselors), the Association for Addiction professionals; National Certification Commission for Addiction Professionals Code of Ethics, or psychology equivalent.
- Maintains culturally competent and sensitive application of interventions to ethnically diverse and minority populations.
- Assists the Disaster Response Program Manager with the planning and implementation of telehealth procedures and modified digital and virtual service delivery.
- Maintains knowledge of CNMI and Federal laws, codes, and regulations governing mental health and substance abuse treatment.
- 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. Two (2) years of clinical work experience.

**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 CHC Disaster Response Program*, not to exceed 10/29/2021.

***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](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) 233-8756

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