



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-210

POSITION: **TRAINING COORDINATOR** OPENING DATE: **10/16/2020**
NO. OF VACANCIES: **1** CLOSING DATE: **10/29/2020**
SALARY: **\$36,291.81 P/A - \$40,000.00 P/A**

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

LOCATION: Rural Communities Opioid Response Program, Community Guidance Center,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the director supervision of the RCORP Project Director, the incumbent prepares, facilitates, monitors, evaluates, and documents training activities for the CNMI Meth and Opioid Response Project. This position will be located within the Community Guidance Center, Commonwealth Healthcare Corporation. The Training Coordinator will also serve as the primary contact for the CMOI Consortium and will be an integral part of the operations.

DUTIES:

- Assess training needs for CMOI Consortium and SUD/OD providers.
- Identify internal and external training programs to address competency gaps.
- Partner with internal stakeholders regarding employee training needs.
- Organize, develop or source training programs to meet specific training needs.
- Liaise with subject matter experts regarding instructional design.
- Develop training aids such as manuals and handbooks.
- Inform employees about training options.
- Map out training plans for individual employees as part of the CMOI workforce development plan.
- Present training programs using recognized training techniques and tools.
- Facilitate learning through a variety of delivery methods including classroom instruction, virtual training, on the-job coaching.
- Track and report on training outcomes.
- Evaluate and make recommendations on training material and methodology.
- Maintain employee training records.
- Handle logistics for training activities including venues and equipment.
- Establish and maintain relationships with external technical assistance providers.
- Coordinate off-site training activities for employees.
- Manage training budget.
- Manage and maintain in-house training facilities and equipment.
- Maintain/Increase professional development of evidence-based practices, knowledge of principles, techniques, and practices of addictions services, through continuing education and trainings.
- Participates in Research, Development, and Evaluation of Evidence-Based Programs.
- Attends regular Division and other required meetings.

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.

- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a recognized college or university with a Bachelor's degree from an accredited graduate level Counseling/Psychology/Social Work/ or related field. Must have four (4) years' experience in training coordination or relevant 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 *Rural Communities Opioid Response (Planning) Grant Program* not to exceed 02/28/2022.

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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