

# PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT

HUMAN RESOURCES OFFICE

**(PLEASE POST PHYSICALLY)**

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School Human Resources System shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

## **POSITION/TITLE: Behavioral Health Specialist**

EXAMINATION ANNOUNCEMENT NO: **PSS-2023-124**

OPENING DATE: **September 20, 2023**

CLOSING DATE: **October 4, 2023**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$45,000.00** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Health/Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Office of Student & Support Services**

## DUTIES & RESPONSIBILITIES:

Under the general supervision of the AWARE Project Director with clinical services overseen by the Clinical Services Supervisor, the employee in this position will provide services for Project AWARE.

- Participate in the development and implementation of AWARE and wraparound services policies, procedures, and guidelines
- Participates in screening and triage of students at risk
- Participates in data collection, interpretation, Behavioral Health Disparities Impact Statement Report, planning meetings on interventions, effectiveness, and medication to services to identified subpopulations quality improvement, and methods for the development of policies and procedures to ensure adherence to the National Standards for Culturally and linguistically Appropriate Services (CLAS) in Health and Health Care.
- Serves as the primary point of contact for development of a comprehensive and individualized treatment plan for each referred student with disaster exposure or traumatic response
- Actively work toward the inclusion of all stakeholders involved in each student's life (e.g. teachers, counselors, faith leaders, family members, important friend of family, etc...) and ensure that the students voice is respected and included in the individualized treatment plan
- Facilitate student groups and staff training in evidence-based practices
- Will provide trainings to PSS staff (i.e. Youth Mental Health First Aid, Mental Health topics, Suicide prevention topics, Substance Prevention topics, Crisis Response, and other trainings identified)
- Will assist with education staff as student advisors to Youth Peer Supports

- Will assist with coordination of trainings, in-services, conference
- Develop an effective relationship with the student serving agencies, maintain contact with all involved stakeholders and monitoring progress toward successful completion of the student's individualized treatment plan/goals.
- Commute and/or provide Telehealth services to islands of Tinian and Rota.
- Attend meetings and provide regular updates to the Project Director and complete all reports and documentation as required
- May include monthly travel to Rota/Tinian in order to provide intervention and curriculum, and possibly off island US based training.

#### QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with a Bachelor's Degree or an Associate's Degree in psychology or related fields with at least one (1) year related field experience (education/mental health).
- Experience with working youth, subpopulations, and familiarity with cultures/languages preferred.

#### ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills; including giving and receiving feedback.
- Awareness of and sensitivity to cultural and local community practices and norms
- Ability to motivate others to reach their fullest potential;
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills | Grammar/Style
- Excellent Record Keeping Skills | Filing & Document Management
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System's Rules and Regulations.

#### CONDITIONAL REQUIREMENTS:

This position is considered "NON EXEMPT STATUS": Is eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulation for PSS Employment of Non-Certified Personnel and Fair Labor Standard Act.

## APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES);*
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS);*
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE (*ONLY REQUIRED UPON OFFER FOR EMPLOYMENT*).

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto:PSSHR@CNMIPSS.ORG) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052.

*YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.*

Human Resource Office Use ONLY			
Application Type: Non-Certified	FLSA Status: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan