

**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 System, Human Resources Office 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 for the Public School System.

**POSITION/TITLE: Mental Health Specialist (2 Positions)**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-016**

OPENING DATE: **February 21, 2025**      CLOSING DATE: **March 7, 2025**

SALARY: Pay Level: **Ungraded**      Step(s): **Ungraded; \$60,000.00 Per Annum**

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

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

**DUTIES AND RESPONSIBILITIES:**

The position is essential to support mental health assessments, case management, crisis intervention referral support, peer support, treatment, and other mental wellness rehabilitative services. The essential tasks are as follows:

- Provide tier 1, 2, 3 mental health services for PSS students and staff.
  - Triage needs and justify services according to a multi-tier system of support
  - Provide coordinated referrals to appropriate community partners.
  - Provide consultation and psycho-education to schools, PSS employees, PTSA, and community partners.
  - Manage caseload and monitor progress towards goals.
- Maintain client documentation and compliance with FERPA and HIPPA privacy and confidentiality requirements.
- Facilitate group counseling for curriculum and treatment groups, especially CBT skills.
- Contribute to program organization and maintenance of accessible mental health services in schools.
- Support crisis prevention and intervention services.
- Abide by all professional, certification, and ethical standards in the performance of duties and work within scope of practice.
- Continue education in relevant subjects, such as electronic health records system, virtual services delivery, interventions and presenting issues and ethics.

**JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:**

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

### FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime of forty (40) hours.

The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

### ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

### EDUCATION AND EXPERIENCE:

- Graduation from a U.S. accredited college or university with a Masters's Degree in a mental health-related field (social work, clinical psychology, couples, and family therapy, etc.)
- Three (3) years of related work experience working with children, adolescents, and adults, and demonstrate cultural humility in cross-cultural settings
- Preference is given for licensed clinicians or those eligible for licensing in the CNMI.

### CONDITIONAL REQUIREMENTS:

The Mental Health Specialist position is considered "EXEMPT STATUS": It is NOT eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Non-Certified Personnel and Fair Labor Standards Act.

### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills, including giving and receiving feedback.
- Ability to motivate others to reach their fullest potential;
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office automation skills (Microsoft Word, Excel, Outlook)
- Excellent record keeping and filing skills
- Participate actively in meetings and shared decision-making process.
- Ability to perform multi-tasks and meet deadlines on time.
- Ability to adapt to changing situations.
- Ability to work as part of a team.
- Strong staff collaboration is a standard at PSS.
- Thorough knowledge of the principles, practices, and procedures of school accountability, educational research, and program evaluation
- Comprehensive knowledge of research methodology
- Ability to establish and maintain effective working relationships with school administrators, the Key Management, and the Board of Education.
- Display the highest ethical and professional behavior and ethical standards when working with students, parents, school personnel and agencies associated with the CNMI Public School System.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, and accepting responsibility and pride in the education profession.
- Demonstrate enthusiasm for improving educational outcomes for PSS students

- Demonstrate the ability to use and evaluate electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
- Desire to grow professionally through collaboration with colleagues and professional growth experiences.
- 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.

**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. TRAFFIC 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 501370 CK 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.*

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