



## COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice  
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### EMPLOYMENT OPPORTUNITY

The Commonwealth of the Northern Mariana Islands (CNMI) Judiciary is seeking a highly motivated individual for the position of:

**CASEWORKER I**  
for Mental Health Court  
Announcement # JVA22-015  
SAIPAN

**DUTIES:** The Mental Health Caseworker I position will work under general supervision of the Presiding Judge and will work under the direct supervision of the designated Mental Health Court Judge and the Mental Health Court Manager. The Caseworker is responsible for Mental Health Court Docket assessments, case management with Mental Health Court participants and provides ongoing support to the Mental Health Court operation/functions. The duties of this position include, but are not limited to the following:

- Conducts all case management services on assigned clients, including but not limited to, intake, assessment, establish case plan for referred participants;
- Conducts program/phase orientation and inform participants of requirements and implications concerning treatment;
- Collects, analyzes, evaluates and reports information obtained during the course of the case management services and reports the information to the court and the treatment providers;
- Supervises and evaluates the behavior of the participants to ensure compliance with terms and conditions of Mental Health Court Docket;
- Maintains case records as required by the courts, treatment providers and drug court case management office;
- Prepares and participates in status hearings on a weekly basis;
- Tracks drug tests, group attendance, individual counseling attendance, outside groups (Alcoholics Anonymous, Narcotics Anonymous, Discovery Course) and other services;
- Coordinates individual, family and group therapeutic/educational/substance abuse treatment sessions/ mental health treatment sessions and crisis intervention;
- Conducts discharge planning and provides referrals for continuing treatment;
- Provides follow-up contact as needed;
- Communicates with Compliance Supervision Worker and other Mental Health Court staff to secure resources for participants;
- Maintains files, records, legal and case documentation in accordance with established regulatory policies and procedure;
- Attends staff meetings, in-service training, workshops, and interagency conferences to coordinate services;
- Attends Mental Health Court sessions;
- Make recommendations for appropriate modifications of imposed sanctions;
- Assists clients to secure employment, medical, legal, residential and social services, as needed;

- Participates in and contributes to ongoing training programs and applies new evidence-based techniques;
- Collaborates with community agencies and activities as needed;
- Reports all hazardous incidents encountered to the Mental Health Court Docket Team;
- Attends client staffings; and
- Performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** The Mental Health Caseworker I must have a high school diploma or equivalent and have obtained a bachelor's degree from a recognized college or university in Social Work, Psychology, Sociology, Criminal Justice, or closely related field. Preference given to individuals with three (3) years' experiences as a counselor in mental health treatment programs. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills required for the position.

Candidate must be able to work in a fast-paced environment and work under pressure. Candidate must also have the:

- ability to express ideas clearly and concisely, orally and in writing to groups and individuals;
- ability to establish and maintain effective working relationships with other employees and the general public;
- ability to deal firmly and tactfully and impartially with people contacted in the course of the work; and
- ability to make reasonable and objective decisions and recommendations.

Must have the ability to maintain and control sensitive and confidential information, maintain records professionally, and uphold office policies. Must be proficient with the use of general office software including but not limited to Microsoft Word and Excel.

Candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Must have a valid drivers' license and operate a court vehicle. Applicants given a conditional offer of employment with the CNMI Judiciary will be required to submit to urinalysis to screen for the illegal use of drugs prior to employment. "Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

Education completed in foreign colleges or universities may be used to meet the job qualification requirements if the applicant can show that foreign education is comparable to education received in accredited educational institutions in the United States.

It is the responsibility of the applicant to provide such evidence when applying for Judiciary jobs. Education received in foreign colleges or universities will be considered if the candidate submits an evaluation of the coursework from: (a) an accredited U.S. college or university; or (b) a private professional organization specializing in interpretation of foreign educational credentials.<sup>1</sup>

**COMPENSATION AND TENURE:** This is an ungraded position appointed and serves at the pleasure of the Presiding Judge. The salary range will be \$35,000 - \$40,000 annually.

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<sup>1</sup> The following organizations evaluate foreign educational credentials for employment and other purposes. All operate on a fee based on the extent of the education to be evaluated; applicants shall bear the cost of evaluation.

(a) Credentials Evaluation Service P.O. Box 24679 Los Angeles, CA 90024

(b) Education Equivalency Evaluation World Education Services P.O. Box 745 Old Chelsea Station New York, NY 10011

(c) Education Credential Evaluators, Inc. P.O. Box 17499 Milwaukee, WI 53217

(d) International Consultants of Delaware, Inc. 914 Pickett Lane Newark, DE 19711

(e) Foundation for International Services, Inc. P.O. Box 230278 Portland, OR 97223.

While the Judiciary offer these addresses as information to applicants who request assistance in obtaining an evaluation of foreign education, these services are not preferred over others which may exist.

**INTERESTED PERSONS PERSONS** Application forms are available at the Judiciary Administrative Office at the Guma Hustisia/Imwal Aweewe/House of Justice in Susupe, or at the Superior Court offices on Kotten Tinian and Centron Hustisia in Rota during normal business hours except on weekends and holidays. Completed applications, cover letter, and three references should be submitted to:

NMI Judiciary  
Human Resources  
Guma' Hustisia/Imwal Aweewe/House of Justice  
P.O. Box 502165  
Saipan, MP 96950  
Tel. (670) 236-9818  
Cell. (670) 783-8592  
Fax. (670) 236-9702  
[hr.judiciary@NMIjudiciary.com](mailto:hr.judiciary@NMIjudiciary.com)

This job announcement will remain open until filled and can be seen and a printable copy of the application downloaded at <http://www.nmijudiciary.com>

The Judiciary reserves the right to rescind or cancel this JVA at any time without notice.

**THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**