



COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice
P.O. Box 502165 • Saipan, MP 96950
Telephone (670) 236-9700/9800 • Facsimile: (670) 236-9702
Website: www.NMJudiciary.com

EMPLOYMENT OPPORTUNITY

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

Peer Support Specialist
for Drug Court
Announcement # JVA22-016
SAIPAN

DUTIES: The Drug Court Peer Support Specialist position will work under general supervision of the Presiding Judge and will work under the direct supervision of the Drug Court Manager or his/her designee. The duties of this position include, but are not limited to the following Duties and Responsibilities:

- Respond to calls and DC participant emergencies as needed.
- Meet with participants regularly to offer one-on-one support and counseling.
- Develop recovery plans, coping methods, and rehabilitation strategies with the participant.
- Arrange medical appointments, treatment sessions, support groups, and other resources to aid the participant.
- Monitor the participant's behavior, schedule, medication, and activities.
- Report any unusual behavior, conflicts, or recovery deviations to the DC Team.
- Liaise with family members and treatment providers regularly.
- Coordinate the participant's logistics such as medical appointments and treatment sessions, among others.
- Conduct assessments and providing feedback to the participant, treatment providers, the DC Team, and the family.
- Generate recovery reviews and performance documents to track the rehabilitation process.
- Identify and coordinate facilitation of participant's recovery capital.
- Coordinate with the participant in the development of an aftercare plan.
- Coordinate recovery meetings, physical recovery and pro-social activities.
- Assist with the development of termination plans that promotes advocacy and positive behavioral outcomes.
- Collaborate with Peer Support Organizations locally and nationally.
- Assist in the planning and development of a DC Resource Center.
- Attend trainings and conferences.
- Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Drug Court Peer Support Specialist must have a High School Diploma or GED. Due to the nature of this position of working with individuals in active addiction, one year of sustained personal recovery is highly recommended. Certified Peer

Recovery Specialists (CPRS) certification preferred. At least one year's experience as a peer support specialist preferred. Lived experience with mental health conditions, substance abuse, or trauma.

Excellent verbal and written communication skills. Highly compassionate and attentive to detail. Good knowledge of recovery resources such as the 12-step program and community support groups.

The ability to be on call for emergencies and work on weekends and public holidays. 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.¹

COMPENSATION AND TENURE: This is an ungraded position appointed and serves at the pleasure of the Presiding Judge. The salary range will be \$20,000 - \$25,000 annually.

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

¹ 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.

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.