



## 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  
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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:

**CLINICAL LIAISON**  
for Mental Health Court  
Announcement # JVA22-018  
SAIPAN

**DUTIES:** The Clinical Liaison position is under the 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 Clinical Liaison is responsible for overall coordination of treatment plans and reporting between the Mental Health Court Program and CHCC. The duties of this position include, but are not limited to the following:

- Acts as a liaison between the Mental Health Court Staff and the Treatment team by participating in weekly court meetings and reporting relevant treatment information;
- Reports clinical input regarding participants phase request and treatment plans;
- Communicates with the Caseworker as needed to discuss any issues with the participant between court hearings;
- Provides the Caseworker with a timely written or electronic log of the participant's treatment hours;
- Responsible for case management, treatment attendance logs, and other data as needed for the Mental Health Court participants;
- Coordinates Mental Health Court Participants scheduling with the Treatment team;
- Assists with administrative tasks for the Mental Health Court and the Treatment team to include scheduling, emailing, writing reports, and any other tasks deemed necessary; and
- Performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** The Clinical Liaison must have a high school diploma or equivalent and must hold a bachelor's degree from an accredited U.S. university in Social Work, Counseling, or similar field. Preference will be given to candidates with experience or background in Mental Health and Mental Health Counseling Licensure in the CNMI. The successful candidate must be proficient using a personal computer, including Microsoft Office software suite, possess excellent written and oral communication skills, and be able to work individually and as part of a team.

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 \$40,000 - \$50,000 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](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.**

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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.