

EMPLOYMENT OPPORTUNITY

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

COMMUNITY SUPERVISION WORKER

Announcement # JVA26-029

Mental Health Court

SAIPAN

DUTIES: The successful candidate will work under the general supervision of the Presiding Judge of the Commonwealth Superior Court and under the direct supervision of the designated Mental Health Docket Manager. The candidate is responsible to plan, manage, administer, coordinate, and implement operations and activities of specific programs within the Mental Health Court Division. The incumbent in this position is required to perform the following duties and responsibilities:

- Ensures random drug testing and community supervision practices are in accordance with Mental Health Court policies and procedure such as collecting specimens as ordered by the court for urine analysis or breathalyzer screening to detect the use of alcohol and/or other drugs;
- Interviews, screens, and assesses participants as required to determine an appropriate level of supervision, develop appropriate strategies for supervision, and all other assigned duties relating to cases scheduled for Mental Health Court hearings;
- Coordinates criminal background checks for Mental Health Court participants;
- Monitors the Mental Health Court participants, develop supervision plans for participants, and make appropriate referrals to address the risks and needs of the participants;
- Gathers and evaluates data pertinent to individual cases from resource areas like the participants' home, school, church, social agencies, neighborhood contacts, etc.
- Makes appropriate chronological entries and completes written reports, including but not limited to violation reports, amendments, and evaluations for early release in a timely manner maintaining accurate and up-to-date case records in the prescribed form;
- Reports investigative findings and prepares recommendations for the proper case disposition;
- Appears at Mental Health Court hearings with the ability to provide testimony on Mental Health Court cases;
- Provides periodic interviews of participants to determine effectiveness of Mental Health Court mandates, supervision, counseling, etc.
- Maintains ongoing relationships with participants throughout the duration of the program;
- Follows policies for monitoring court-ordered payments, such as restitution, fines, and child support payments;
- Plans office activities, conferences, and field visits in connection with investigation and supervision functions;
- Perform random checks at participant's residents, place of employment, and daily living areas for people or items that may violate a participants' agreement with the Court. This duty must be done with a designated law enforcement officer and shall not be done alone;

- Attends public relations activities such as community group meetings, conferences, panel discussions, and other related forums;
- Responsible for and conducts gender-specific drug testing in accordance with the CNMI Mental Health Court protocols;
- Assesses and reviews supervision and drug testing protocols and terms and conditions of supervision regularly to ensure they are still effective for the target populations;
- Complies with applicable local and federal laws, court rules and policies; and
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Community Supervision Worker must have a high school diploma or equivalent and satisfy one of the following: (1) Associate's Degree from a nationally accredited college or university in Criminal Justice or a related field, plus at least two years experience as a law enforcement officer; OR (2) four years experiences as a law enforcement officer. Military experience is preferred but not required.

Successful candidates shall complete and pass law enforcement training and firearms certification/qualification when requested by the Mental Health Court Manager. Failure to pass will result in termination of employment.

Must be able to exercise good judgment in stressful situations. 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.) Criminal background check will be conducted. Applicants with criminal records will not be considered.

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 position serves under the general supervision of the

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.

Presiding Judge of the Commonwealth Superior Court and direct supervision of the Mental Health Court Docket Manager or his/her designee. The salary range will be \$25,000 - \$30,000 annually.

INTERESTED PERSONS: Application forms are available at the Judiciary Administrative Office at the Guma Hustisia/limwal 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/limwal 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

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

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.