



Commonwealth of the Northern Mariana Islands



Judiciary Administrative Office

Guma' Hustisia · Iimwal Aweewe · House of Justice
P.O. Box 502165 · Saipan MP 96950
T: (670) 236-9715 · F: (670) 236-9702

EMPLOYMENT OPPORTUNITY

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

CASE WORKER I

Announcement # JVA18-01

DUTIES: The successful candidate will work under the supervision of the Drug Court Manager in the Drug Court Division on Saipan which is responsible for drug court assessments, case management with drug court participants and provides ongoing support to the Drug Court operation/functions. The duties of this position include, but are not limited to the following:

- Conduct intake, assessment, establish case plan for referred participants;
- Conducts program/phase orientation and inform participants of legal requirements and implications concerning treatment;
- Tracks drug tests, group attendance, individual counseling attendance, outside groups (Alcoholics Anonymous, Narcotics Anonymous, Discovery Course) and other services;
- Provides case management;
- Coordinates/conducts individual, family and group therapeutic/educational/substance abuse treatment sessions/and crisis intervention;
- Conducts discharge planning and provides referrals for continuing treatment;
- Provides follow-up contact as needed;
- Communicates with Compliance Specialist and other Drug 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 Drug Court sessions as needed; and
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Candidate must have a high school diploma or equivalent and have obtained a bachelors degree from a recognized college or university in Social Work, Psychology, Sociology, or closely related field. Have three (3) years experience as a counselor in substance abuse treatment programs. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills required for the position. Must have a valid drivers' license and operate a court vehicle.

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Presiding Judge. The salary will be \$35,000 - \$40,000 per annum.

INTERESTED PERSONS may obtain application forms at the Judiciary Administrative Office at the Guma Hustisia/Imwal Aweewe/House of Justice in Susupe, or at the Superior Court offices on Tinian and Rota. Completed applications, cover letter, and three references should be submitted to:

Human Resources
Guma Hustisia/Imwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670)236-9818
Fax. (670) 236-9702
michelle.guerrero@justice.gov.mp

This job announcement will remain open until filled. Also, this job announcement can be seen and a printable copy of the application downloaded at <http://www.justice.gov.mp>.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.