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DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

TO ESTABLISH A LIST FOR THE POSITION OF  
**MENTAL HEALTH & SUBSTANCE ABUSE  
TRAINING COORDINATOR**

(Position Code No. 3.083)

ANNOUNCEMENT NO: DOA41-14

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD MARCH 04, 2014 - CONTINUOUS

PAY GRADE: OPEN: L-1; \$37,100P/A - L-7; \$46,375 P/A  
PROM: L-1; \$37,100P/A - L-18; \$ 65,389P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Two years of technical experience in mental health and drug education/prevention programs and graduation from a recognized college or university with a Bachelor's degree in the behavioral sciences, education, public administration, political science or related fields; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resources Manager.

**PROHIBITION  
PURSUANT TO  
P.L. 28-98**

No person convicted of a sex offense under the provisions of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

**SUITABILITY  
DETERMINATION  
FROM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test(see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is responsible professional work involved in coordinating and implementing mental health and substance abuse training and prevention programs and activities.

## MENTAL HEALTH AND SUBSTANCE ABUSE TRAINING COORDINATOR

<b>ILLUSTRATIVE EXAMPLES OF WORK</b>	Implements and coordinates mental health and substance abuse in-service and public awareness/prevention programs and activities. Develops and disseminates literature and films to the schools and the general public relative to substance abuse and mental health programs. Conducts drug abuse assessment studies and evaluates data, identifying target groups of user and prevention priorities. Assists in designing and developing a comprehensive mental health and substance abuse training and prevention plan. Maintains records and prepares reports. Performs related duties as required.
<b>KNOWLEDGE, ABILITIES &amp; SKILLS</b>	Knowledge of the principles, practices and methods of drug abuse. Knowledge of the basic principles of teaching methods and of learning processes. Ability to coordinate and conduct training in mental health and substance abuse treatment and prevention. Ability to conduct drug abuse assessment studies and design training plans to meet needs identified. Ability to evaluate training activities and make recommendations to improve effectiveness. Ability to interpret and apply pertinent laws, rules, regulations policies and other programs guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintains records and reports.
<b>EXAMINATION REQUIREMENTS</b>	A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.
<b>EMPLOYMENT MEDICAL EXAMINATIONS</b>	All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.
<b>DOCUMENTATION REQUIREMENTS</b>	Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. For additional information, please contact the Recruitment Branch at 475-1141/1120/1174.
<b>INTERVIEWING PROCEDURES</b>	A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.
<b>WORK ELIGIBILITY</b>	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
<b>DRUG SCREENING</b>	Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This applies also to employees selected for Testing Designated Positions (TDP). Failure to submit to or pass such drug test shall be grounds for rescinding the offer of appointment.
<b>WHERE TO APPLY</b>	Submit job applications at the Department of Administration, Human Resources Division, 2nd Floor, ITC building, Tamuning, between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
<b>FOR MORE INFORMATION</b>	Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at <a href="http://www.hr.doa.guam.gov">www.hr.doa.guam.gov</a> . Also job applications can be download from <a href="http://www.govguamdocs.com/dao/index_doa.htm">http://www.govguamdocs.com/dao/index_doa.htm</a> .

For:   
SHANE G.L. NGATA, Personnel Services  
Administrator, Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**