



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES **EXAMINATION ANNOUNCEMENT NO. 25-009**

POSITION: **CERTIFIED NURSING ASSISTANT** OPENING DATE: **03/01/2025**
CLOSING DATE: **Continuous**

SALARY: **\$21,219.07 - \$28,435.59 per annum**

LOCATION: Nursing Services, Commonwealth Health Center
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the Nurse Unit Manager, the incumbent in this position is required to assist medical and nursing staff in the unit assigned. The incumbent is expected to attend all mandatory annual review programs, and actively participate in unit activities. Must attend unit staff meetings, required to rotate shift, work during weekends and holidays and “float” to other units as directed. The incumbent participates in the orientation of new CNA employees in the unit.

DUTIES:

- Provides information and direction to hospital staff and visitors coming to the unit; answers telephone; takes and delivers messages, and other clerical duties.
- Assists with patient admission, transfers, and discharges. Provides for patients’ personal hygiene and comfort.
- Assists with reposition of patient in ambulation.
- Transports patients. Feeds or assist in feeding, serves drinking water and nourishments, and records patients’ intake and output.
- Takes and records temperature, pulse, respiration, blood pressure and weight.
- Performs medical asepsis and cares for isolated patients.
- Performs simple diagnostic and therapeutic procedures such as enemas, preoperative preparation of the skin, collecting specimens, applying binders, etc.
- Participates in nursing care conferences
- Reports pertinent patient information and incidents to nurse in charge.
- Collaborates and communicates with preparation, proper use and care of equipment and supplies. Maintains organization and cleanliness of unit. Maintains cleanliness of patient rooms, operating rooms and examination rooms on the area of assignment.
- Assembles equipment and supplies in preparation for various diagnostic or treatment procedures performed by physicians or nurse as needed.
- Participates in the Quality Assurance and Performance Improvement programs in the unit. Performs all quality control checklists required in the unit.
- Performs as Telemetry Technician upon completion of training and certification by CE department.
- Performs special duties as trained and directed by the Unit Manager or charge nurse.
- Demonstrates adherence to patient care based on CHC mission and policy and procedure.
- Manages and initiates responsibility for personal and professional growth.
- Answers patient calls and refer their needs for assistance to the appropriate person. Assists patients with making calls. Manages storage of patient belongings at time of admission through discharge.

- Assists the nursing staff with making arrangements for patient transfer to other unit or discharge; schedules tests and arranges transportation or escort of patient to and from appointments; picks up mail, radiology and lab reports.
- Performs post-mortem care.
- Completes and maintains hospital and nursing records such as census information, diet order lists and other records required following established procedures.
- Orders supplies and requests for equipment repairs under the direction of the Unit Manager or charge nurse.
- Assists with managing aggressive and hostile patient family member(s) or visitor(s).
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Must have a High School Diploma or equivalent General Education Development (GED) or Advanced Development Institute certification. Must possess Basic Life Support (BLS) and/or Advanced Cardiovascular Life Support (ACLS) certifications by the American Heart Association (AHA).

LICENSES/ CERTIFICATIONS:

Must have completed a Certified Nursing Assistant program and must be licensed as a Certified Nursing Assistant with the CNMI Board of Nurse Examiners.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health and drug screening in accordance with CHCC policy.

OTHERS:

Regular operating hours of the Commonwealth Healthcare Corporation are Monday to Friday from 7:30am to 4:30pm, however hospital hours are 24 hours per day, 7 days per week. This position is a Full-Time employment status and requires at least 40 hours per week. The assigned work schedule is subject to change with or without notice based on the Corporation's business requirement and/or by the demands of the employee's job. This position is "**Non-Exempt**", or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. This position is paid on a biweekly basis. CHCC adheres to all applicable deductions such as CNMI tax, federal tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St. Garapan, Saipan, MP, 96950

Office Hours: Monday through Friday, 7:30am to 4:30pm, **CLOSED** on weekends and holidays.

Employment Application Forms are available at the hospital facility's Main Cashier Office or online at www.chcc.health.

E-mail: apply@chcc.health

Trunk Line: (670) 234-8951 ext. 3583/3443/3556

Fax Line: (670) 233-8756

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Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.