



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 25-039

POSITION: **NURSE CLINIC MANAGER** OPENING DATE: **02/27/2025**

NO. OF VACANCIES: **1** CLOSING DATE: **03/09/2025**

SALARY: **\$49,816.00 - \$62,071.32 per Year**

WORKSITE: Nursing Department

LOCATION: Rota Health Center  
Songsong Village, P. O. Box 1249  
Rota, MP 96951

#### DUTIES:

The Nurse Clinic Manager shall oversee the entire nursing services to ensure all nursing staff are providing quality nursing care at the Rota Health Center (RHC), for both clinic and emergency room services. The Nurse Clinic Manager is responsible for directing, managing, supervising and providing administrative support and guidance on administrative care to all patients and answer questions regarding clinical policies, procedures and protocols. The Nurse Clinic Manager in reviewing and hiring of applicants and responsible in evaluating and keeping records of the performances of Registered Nurses, Licensed Practical Nurses, and Certified Nursing Assistant under his/her charge, and provides counseling on unsatisfactory performance. The incumbent reports directly to Director of Nursing and works with upper management to discuss personnel and administrative issues and address problems among staff. The Nurse Clinic Manager coordinates with clinical and healthcare team to manage care and assist in the treatment plans of the patients, with the goal of returning to their highest level of mental and physical health. The work is located at Rota Health Center, Commonwealth Healthcare Corporation, Rota. Leads and implements nursing service activities for RHC a directed by the Director of Nursing. Develops nursing programs to ensure quality patient services, and ensures compliance with all CMS, federal, state and local standards. Oversight of department and nursing operations of the hospital ensuring smooth and safe operations and serves as reliable source of information on the latest evidence supporting cost-effective, safe nursing practice, and ensures all operations are within CHCC's written policies and procedures. Works closely with RHC Resident Director on all clinical matters affecting patient care. The Nurse Clinic Manager oversees the nursing employees and ancillary staff on duty as they perform professional care to patients of all age groups with various medical and surgical care needs. Assures quality of care by developing and interpreting hospital and nursing division's philosophies and standards of care; enforcing adherence to state board of nursing and state nurse practice act requirements and to other governing agency regulations, measuring health outcomes against standards, making or recommending adjustments.

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

Assures quality of care by ensuring appropriate and adequate supplies are present for patient's use. Responsible for all medical supply orders and communications to RHC Resident Director and CHCC Medical Supply Office staff. Works with the Director of Nursing in the selection and hiring and training of new nursing employees. Develops Policies and Procedures in conjunction with the Director of Nursing for the nursing department, monitor performances, participates in improvement and quality initiatives, implements new initiatives and change with evidence-based guidelines and ensure compliance. Supervises the staff nurses, licensed practical nurses, registered medical assistant and certified nursing assistant on duty as they perform professional care to patient with any health issues according to standard operative procedures, requiring a higher degree of accuracy, uniform mental attention and close concentrations. Delegates responsibilities to other nurses and other ancillary staff, ensuring that the unit is staffed appropriately. Monitors, coaches, develop and evaluate performance of nursing and ancillary staff on an ongoing basis in accordance with applicable performance standards. Evaluates all staff performances and collaborates with human resources to ensure personnel policy development and communication to staff to achieve consistency in labor and employee relations that is shared with THC Resident Director and other leadership as needed. Develops policies and procedures in the unit, implement and monitor performance and improvement quality initiatives, and change with evidence-based guidelines and ensures compliance. Develops continuing education and staff development program for unit staff and provide orientation to new nursing staff. Maintain pre-sets inventory standards for solutions, supplies, medicines/narcotics and equipment and ensures the unit has tools and resources to provide quality patient care. Approves unit's staff request for leave of absence (i.e.: personal, emergency, and /or sick leave) and responsible for the accuracy of staff timecards, leave schedules and overtime slips, as well as ensures appropriate and sufficient staffing coverage to meet the demands of the hospital. Identifies and implements opportunities to build everyone's morale and individual motivation. Responsible for profit and loss performance of assigned business unit, and participates in budget creation and expense management. Responsible for assuring customer/patient service needs are met. Monitors patients service feedback and contributes to the process of resolving complains and service issues. Plans and initiates process improvement and cost reduction opportunities. Responsible for the monitor and evaluation of all clinical areas. Is the THC clinical champion/representative for following clinical services areas: infection control, utilization review, continuing education and quality assurance. Builds strong positive communication with THC physicians and works as a team to enhance the success of the practice. Consults regularly with the RHC providers, CHC Director of Medical Affairs, and the Director of Nursing, Staff and Hospital Unit Manager, and other clinical management on patient care/services and other hospital related issues and concerns. Develop strong inter-department teamwork to meet the needs of the patients and physicians, driven decision-making and other actions. Assigns and reschedule nursing personnel as necessary to meet the requirements of patient care. Makes periodic routine rounds on designated unit and all units as scheduled to evaluate unit organization and observe quality of nursing care given. Routinely visits seriously and critically ill inpatients. Arranges for non-emergency services with appropriate calls on evenings, weekends and holidays. Collaborates with Medical referral to ensure timely and proper arrangement and escort of patients for medical referral to other facility. Responsible for the shift Census Reports. Initiates Disaster Call procedure. Responsible for administrative management of designed nursing/clinical department. Performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Bachelor of Science in Nursing from a recognized/accredited school of Nursing or higher. Four (4) years or more years of general nursing experience in providing high quality and sage nursing practice for patients in an acute care setting or higher level of care setting. Must pass NCLEX-RN and licensed as a Registered Nurse by CBNE to practice the nursing profession in the CNMI and in good standing at the time of application. BLS Certified.

**CONDITIONAL REQUIREMENT:**

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

**ADDITIONAL JOB INFORMATION:**

This position is a temporary, Full-Time employment status at 40 hours per week with a shift schedule of eight (8) hours per day from 7:30am to 4:30pm, Monday through Sunday with flexible day(s) off per week. Employment start date will begin on June 01, 2025 through May 31, 2028. This position is paid on a bi-weekly basis (2-week period). Fringe benefits: Paid time off & holidays.

**NOTE(S):**

- Employer-Provided Items 655.423(k): Workers will be provided, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.
- Deductions from Pay: CNMI Tax, Federal Tax, Medicare and Social Security. Optional: Medical & Dental Insurance, Life Insurance, 401a Retirement Plan.

**INTERESTED PERSONS SHOULD SEND THEIR COMPLETED APPLICATION FORMS TO:**

Interested applicants may be considered for employment by submitting a completed Commonwealth Healthcare Corporation (CHCC) Employment Application to CHCCs Human Resources Office. The HR Office is open Monday through Friday from 7:30 AM to 4:30 PM and is CLOSED on weekends/holidays. Applicants may contact the employer via email at [apply@chcc.health](mailto:apply@chcc.health) or via telephone at (670)236-8202 to apply for the job opportunity posted on the CHCCs official website: <http://www.chcc.health/job-opportunities.php>. Employment Applications are made available on the CHCC website and at the CHCCs HR & Main Cashier Office.