



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO 25-041

POSITION: **CERTIFIED NURSING ASSISTANT** OPENING DATE: **02/28/2025**  
NO. OF VACANCIES: **1** CLOSING DATE: **03/13/2025**  
SALARY: **\$21,219.07 - \$28,435.59 P/A**  
PAY LEVEL: **UNGRADED**  
*The salary given will be determined by the qualifications of the appointee.*  
LOCATION: **Nursing Services, Commonwealth Health Center,  
Commonwealth Healthcare Corporation, Saipan**

#### NATURE OF WORK:

Under the direct supervision of the Nurse Unit Manager (NUM), 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 Certified Nursing Assistant (CNA) employees in the unit.

#### DUTIES:

- Assists with patient admission, transfers, and discharges. Provides for patients' personal hygiene and comfort.
- Reposition and assist in ambulation.
- Transports patients. Feeds or assist in feeding, serves drinking water and nourishments, and records patient's intake and output.
- Takes and records temperature, pulse, respiration, blood pressure and weight.
- Carries out 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 conference; reports pertinent patient information and incidents to nurse in charge.
- Shares responsibility for preparation, proper use and care of equipment and supplies and for neatness and cleanliness of unit.
- May assemble equipment and supplies in preparation for various diagnostic or treatment procedures performed by physicians and nurse.
- Participates in the quality assurance programs in the unit.
- Performs all quality control checklist required in the unit.
- Performs special duties as taught and directed by the nurse in charge.
- Demonstrates practice based on Commonwealth Healthcare Corporation (CHCC) mission and policy and procedure.
- Responsible for personal and professional growth.
- Cleans patient units, operating rooms and examination rooms on the area of assignment.
- Provides information and direction to hospital staff and visitors coming to the unit; answers telephone; takes and delivers messages and other clerical duties.
- Answers patient calls and refer their needs for assistance to the appropriate person. Assist patients in making telephone calls' stores and retrieves valuables at time of admission and discharge.
- Assist the nurse in making arrangements for patient transfer to other unit or discharge' schedules tests and

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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.

- 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 as required following established procedures.
  - Orders supplies and request for equipment repairs under the direction of the unit manager or charge nurse.
  - Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION:** High School Diploma, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE).

**EXPERIENCE:** One (1) year experience in a clinical setting preferred but not required.

**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. Must possess BLS/ACLS certifications with American Heart Association (AHA).

**OTHER:** Must comply with mandatory Flu and Vaccine Regulations. Ensure Medicare and other US regulatory standards are applied and practiced.

**KNOWLEDGE/SKILLS/ABILITIES:**

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Multi-task – ability to adequately do multiple duties at the same time.
- Problem-solve – able to address issues and problems that occur whether independently or with assistance from others with the goal to resolve the issue and return to normal operations.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Ability to make safe and sound nursing judgement in providing care of his/her assigned patients.
- Ability to prioritize and manage time efficiently
- Ability to manager aggressive and hostile patients and/or family members/visitors.

**CONDITIONAL REQUIREMENTS:**

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

**OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. 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.*

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

Office of Human Resources

Commonwealth Healthcare Corporation

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

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

*Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)*

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Direct Line: (670) 236-8951 extensions 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

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.*