



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-048

POSITION: **Nurse Unit Manager** OPENING DATE: **04/01/2025**

NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**

SALARY: **\$56,305.60 - \$59,113.60**

PAY LEVEL: **UNGRADED**
The salary given will be determined by the qualifications of the appointee.

LOCATION: **Family Care Clinic, Commonwealth Health Center
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK

The Nurse Unit Manager shall manage and supervise Staff Nurses, License Practical Nurse, Registered Medical Assistants and Certified Nurse Assistants that are providing professional nursing outpatient care in Family Care Clinic with health issues to include the nursing process of assessment, planning, intervention, implementation, and evaluation of care in accordance with established guidelines, policy and procedure. The Nurse Unit Manager is responsible for managing, supervising and providing administrative support and guidance on administering care to all patients and answer questions regarding policies, procedures and protocols. The Nurse Unit Manager works with Chief Nursing Officer through Director of Nursing in reviewing and hiring of applicants and responsible in evaluating and keeping records of the performances of Staff Nurses, LPN and CNA under his/her charge, and provides counselling 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 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.

DUTIES:

- Direct Nursing Service activities in the FCC Unit and oversee the whole operations of the department.
- Supervises the Staff Nurses, License Practical Nurse, Registered Medical Assistants and Certified Nurse Assistants on duty as they perform professional care to patient of FCC unit clinical records and writes report to standard operative procedures, requiring a higher degree of accuracy, attention and close concentrations.
- Delegates responsibilities to FCC Nurses and other Auxiliary staff, ensuring that the unit is staffed appropriately.
- Selects and hires employees according to established guidelines. Monitors, coaches, develop and evaluate performance of nursing staff on an ongoing basis in accordance with applicable performance standards.
- Writes reports on FCC staff performances and collaborates with Human Resources to ensure Personnel Policy Development and Communication to staff to achieve consistency in labor and employee relations.
- Develops policies and procedures in the FCC Unit, implement and monitor performance and improvement and quality initiatives, implements new initiatives and change with evidence-based guidelines and ensure compliance.
- Developing continuing education and staff development program FCC staff and provide orientation to new nursing staff.
- Implement and monitor performance and improvement and quality initiatives
- Review all plan of nursing care for each newly admitted patient.
- Signs for the unit staff's request for leave of absence and responsible for the accuracy of staff timecards, leave schedules and overtime slips.
- Identifies and implements opportunities to build employee morale and individual motivation.

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.

- Responsible for profit and loss performance of assigned Business unit, participates in Budget creation and expense management.
- Responsible for assuring customer/patient service needs are met. Monitors patient service feedback and contributes to the process of resolving complaints and service issues. Plans and initiates process improvement and cost reduction opportunities.
- Works across organization in assisting with area of expertise; i.e. Nursing, Employee Health, Medical Records, and Quality Assurance.
- Builds strong positive communication with Physicians and work as a team to enhance the success of the profession.
- Develops strong inter-department teamwork to meet the needs of the Patient and Physician and driven decision making and other actions.

QUALIFICATION REQUIREMENTS:

Education: Associate of Science in Nursing (RN) or Bachelor of Science in Nursing (RN) from a recognized/accredited school of Nursing.

Experience: Associate of Science degree must have twelve (12) years clinical experience and two (2) years in leadership position with the nursing department. Bachelor of Science degree must have six (6) years' Clinical experience and two (2) years in leadership position with the nursing department.

Licenses/ certifications: NCLEX-RN passer; in possession of a current CNMI RN License as Registered Nurse by the Commonwealth Board of Nurse Examiners (CBNE) to practice nursing in the CNMI. Must possess current AHA BLS/ACLS certifications.

Other: Must comply with mandatory Flu and Vaccine Regulations.

KNOWLEDGE/ SKILL/ ABILITIES:

- Vast knowledge of the hospitals policies, procedures and protocols, and able to develops, or assists in developing and revising of Policies and Procedures for the nursing department, monitor performances and refers to managers, participates in improvement and quality initiatives, implements new initiatives and change with evidence-based guidelines and ensure compliance.
- Knowledgeable of current nursing practice and the roles and functions of patient care team members.
- 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.
- Understands financial management – cost analysis, create and monitor the unit's budget, impact of reimbursement on revenue and conduct ongoing evaluation and productivity.
- Serves as advocate for both patient and staff to meet safety requirements while in the hospital premises.
- Serves as change agent when patient care work/ work is redesigned.
- Works across organization in assisting with area of expertise.
- Demonstrate written, oral presentation, and negotiation skills.
- Effectively manages conflicts and supports collaborative interactions within unit staff members.
- Identify needs for performance improvement and facilitate change in the system through training and updated skills and competency.
- Exercises good and sound nursing leader judgment, apply systems thinking knowledge to analysis and decision-making.
- Physically able to make rounds in all departments ensuring staffing, medical supplies and services rendered are met, and able to assists staff as needed.
- Develop or modify role definitions of staff consistent with scope of practice as staffing needs are identified.
- While performing the duties of this job, the employee is regularly required to talk and hear, walk long distance (transfer patient, etc.), run and stand at patient's bedside during surgery or therapeutic procedures.
- Sustain repetitive movement while doing CPR compressions, bagging and etc. during the periods of time.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Use one or two hands to grasp, move, or assemble objects.
- Use muscles to lift, push, pull, or carry heavy objects.

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 “**Exempt**” or is not 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.*

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

Direct Line: (670) 234-8951 ext. 3416/3410/3427/3583

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.*