



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-065

POSITION: **Clinical Application Specialist** OPENING DATE: **05/01/2025**
NO. OF VACANCIES: **1** CLOSING DATE: **05/14/2025**
SALARY: **\$40,000.00 P/A**
PAY LEVEL: **UNGRADED**
The salary given will be determined by the qualifications of the appointee.
LOCATION: Health Information Technology Department,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK

Under the direct supervision of the Director of Health Information Technology (HIT), Clinical Application Specialist is responsible in providing functional and technical support to multidisciplinary teams within clinical areas. The role will require an individual with a clinical background to have sound consulting and problem-solving skills in making configuration changes or providing advice in improving clinical systems and work practices. Ideally the healthcare professional is passionate with digital health and has demonstrated experience in maintaining IT applications in such areas as providing user support, application configuration, data integrity and vendor management.

DUTIES:

Within the delegated authority and the respective organizational set-up, the incumbent may be accounted for:

- Develop and deliver training programs for healthcare staff on new software, equipment, and clinical applications.
- Create and maintain training materials, including manuals, videos, and presentations.
- Provide hands-on training, demonstrations, and ongoing support to ensure staff competency.
- Offer technical support, troubleshoot system issues, and collaborate with IT and vendors for complex problem resolution.
- Assist in implementing and configuring new clinical applications and equipment to meet facility needs with minimal disruption.
- Ensure compliance with patient confidentiality and data security standards.
- Serve as a resource and super-user for the electronic health records (EHR) system.
- Assists in the development of in-service educational materials and conducts instructional programs for health care personnel regarding the electronic health records system.
- Develop and maintain EHR configurations, clinic-specific templates, and system customizations.
- Support system upgrades, modifications, and ongoing maintenance, including user training.
- Design queries and reports for data retrieval and workflow analysis.
- Conduct periodic site audits to ensure proper system usage and provide on-site training as needed.
- Participate in system testing for new functionality and upgrades.
- Develop user manuals, policies, procedures, and reference materials tailored to clinical workflows.
- Serve on committees and liaise with administrators, staff, and external agencies regarding the EHR system.
- Keeps the supervisor aware of any problems or issues regarding the electronic health records system.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Associate Degree in Nursing, Certified Nursing Assistant or Registered Medical assistant OR Bachelor's degree in nursing. Bachelor's degree can be replaced by a minimum of four (4) years of healthcare work experience or six (6) years of healthcare work experience for an associate's degree.

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.

Experience: Two (2) or more years of healthcare experience required. Experience in a clinical setting or with healthcare technology is highly valued.

Licenses/Certifications: None.

Other: This position requires strong computer skills and a solid understanding of EHR processes. The ideal candidate must have excellent written, verbal, and presentation skills, demonstrating professionalism and the ability to build positive working relationships. Strong leadership and critical thinking skills are essential for problem-solving and issue resolution. The role requires the ability to work independently with minimal supervision while understanding how clinical applications impact healthcare workflows. Must be knowledgeable and proficient in computers. Strong English literacy and reading, writing and communication skills. Knowledge of hospital operations, clinical care processes, EHR system parameters, and compliance with healthcare regulations (CMS standards, Privacy Act, and site policies) is crucial. The candidate should be highly organized, analytical, and detail-oriented, with strong problem-solving skills. They must be able to plan, coordinate, and execute projects on schedule while adapting to evolving workflows. Experience in healthcare systems and hospital administration is needed to assess operational challenges and implement solutions effectively. Proficiency in Microsoft Office Suite, strong English literacy, and the ability to handle confidential information with discretion are required. The candidate must also be able to manage multiple priorities, meet deadlines, and contribute to EHR training and implementation efforts.

KNOWLEDGE/SKILL/ABILITIES:

- Database administration, including user account maintenance, creating custom objects, running reports, and troubleshooting problems.
- High level of computer proficiency, including working with data management systems and Excel spreadsheets.
- Strong communications skills with demonstrated experience presenting data cross-functionally.
- Proven team player, delivery-focused, yet flexible and creative when called upon.
- Well-developed facilitation and collaboration skills.
- Work collaboratively with staff to determine what data are necessary to measure outcomes critical to the organization and how the data should be reviewed, analyzed, and acted upon on a regular basis.
- Be proactive, always thinking of new ways to implement data systems throughout the organization.
- Maintain professional behavior and act as a role model both at the work site and in the community.
- Consider all points of view and works toward decisions that reflect the greater good of the organization.
- Understands the organization and its programs to manage outcomes.
- Attention to Detail - job requires being careful about detail and thorough in completing work tasks.
- Dependability - job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others - job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

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.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

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Office of Human Resources
Commonwealth Healthcare Corporation
1178 Hinemlu^o 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. 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.*

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