



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-073

POSITION: **(Non-Registered) Medical Assistant** OPENING DATE: **05/13/2025**

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

SALARY: **\$22,998.56 P/A - \$27,957.28 P/A**

The salary given will be determined by the qualifications of the appointee.

LOCATION: Family Care Clinic, Nursing Services,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

The employee as (Non- Registered) Medical Assistant provides direct patient care as needed utilizing the process that involves teaching and supervision of care and treatment that would result in positive patient care outcome. Non-registered Medical Assistant will work side by side with a Registered Nurse and abide nursing policies and procedures. The outpatient clinic services clinical staff functions within the organizational structure of the ambulatory health care services. The incumbent is expected to attend all mandatory in-services, attends monthly unit staff meetings as scheduled, rotates shifts from day, evening, and night shifts as needed, abides by the nursing policies and procedures, and floats to other units/clinics as needed.

DUTIES:

- Prepare patient for examination and assist physician and nurses.
- Escort patients to exam rooms, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart.
- Triage and process messages from patients to nurses and physician and perform nursing procedures under supervision of registered nurses.
- Note brief history or the reason for visit in the patient's chart and verifies patient information by interviewing patient.
- Take health history and record vital signs including height & weight; blood pressure, pulse rate, respiration and temperature.
- Administer skin tests and intramuscular injections as instructed and within their scope.
- Assist program manager and clinical staff in completing examination and procedures as instructed.
- Completely fill out lab slips and other necessary forms.
- Perform phlebotomy as needed.
- Follow universal precautions to protect self and patients.
- Assist the medical staff in patient education.
- Keeps supplies ready by inventory stock; placing orders; verifying receipt, maintain all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization fluid change, etc.)
- Under the direction of the program manager and provider in charge, takes responsibility of medical supplies and cleaning of the medical instruments and equipment.
- Any other duties or responsibilities the clinical staff may assign from time to time and when the need arises.
- Maintains patient's confidentiality.
- Ability to relate to the public regardless of racial, ethnic and economic status.

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.

- Participates in educational activities in the outpatient clinic.
- Use of electronic health records for documentation
- Perform other responsibilities as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from High School, General Education Development (GED), Adult Basic education (ABE), or Advance Development Institute (ADI). Must be a graduate of a certified Medical Assistant program accredited by the Commission of Allied Health Education Program (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES).

EXPERIENCE: One (1) year of experience in practical clinical skills such as taking vitals, assisting with EKG, conducting patient interviews is preferred but not required.

LICENCES/CERTIFICATION: Completion of Medical Assistant or equivalent. Must possess current BLS certification from American Heart Association (AHA).

OTHERS: Other than English, ability to communicate in Chamorro, Carolinian or Tagalog is preferred but not required. Must comply with flu and vaccine regulation 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:

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) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

05/12/2025 mfb

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.