



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### **EXAMINATION ANNOUNCEMENT NO. 25-053**

POSITION: **Registered Dietitian (Renal)** OPENING DATE: **05/27/2025**  
NO. OF VACANCIES: **1** CLOSING DATE: **CONTINUOUS**  
SALARY: **\$62,071.33 - \$70,655.32 P/A**  
*The salary given will be determined by the qualifications of the appoint.*  
LOCATION: Hemodialysis Unit, Commonwealth Health Center  
Commonwealth Healthcare Corporation, Saipan

#### **NATURE OF WORK:**

Under the general supervision of the Hemodialysis Medical Director, and the direct supervision of the Director Center, the employee in this position is responsible for providing counseling and consultations for patients receiving dialysis, and for ensuring that the dietetic component of the Hemodialysis Unit is in compliance with all Medicare requirements and any other applicable regulations.

#### **DUTIES AND RESPONSIBILITIES:**

- Provides assessment, development, implementation and evaluation of nutritional care plans of hemodialysis and peritoneal dialysis patients.
- Assesses patients' nutritional status to determine appropriate nutrition intervention(s) and recommendations.
- Conducts monthly rounds and reviews nutrition labs with patients and provides nutrition counseling, as needed.
- Provides nutrition education and counseling based on individualized patient needs and chronic diseases.
- Ensures that the dietetic services, documentation, patient education, and other components are in compliance with Medicare requirements.
- Serves as a preceptor to dietetic intern(s) and provides orientation to renal nutrition care in the dialysis unit.
- Evaluate patients bone mineral metabolism laboratory results and makes recommendations to Medical Director/Nephrologist on dose titration of active Vitamin D analogs, nutritional Vitamin D, Calcimimetics and Phosphorus binders.
- Provides counseling and consultation on dietary needs of dialysis patients, their family members or caregivers (as needed) in nutritional principles, meal plans and food selections beneficial to dialysis patients.
- Assures the dietetic components of the Dialysis Unit conforms with federal requirements and regulations.
- Communicates appropriate nutritional assessment and care plans through maintaining a record system through documenting in patient's charts.
- Develops, uses and evaluates educational materials (e.g., as handouts, newsletter and bulletin boards) related to the services provided.
- Consults with other departments and members of the health care team to coordinate care for the dialysis patient.
- Provides in-services to dialysis and hospital staff as needed, as part of the continuing education program.
- Prepares required reports of the dietetic activities, statistics, etc., for administration.
- Develops and writes policies, protocols and procedures related to nutrition services for the Dialysis Unit, and in coordination with hospital policies that involve pharmacy and the dietary department.
- Coordinates and consults with the Dietary Director and/or Food Service Manager to ensures Dialysis Unit snacks are appropriate for the dialysis patient and meets general patient acceptability.

---

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.

- Assists with inpatient assessments and outpatient consults as needed when inpatient/outpatient dietitians are on leave and renal workload allows for coverage.
- Participates in multidisciplinary rounds and patient care conferences, as needed.
- Participates in monthly multidisciplinary team Quality Assurance and Performance Improvement (QAPI) meetings and develops improvement projects to improve nutrition related health outcomes; and engages in dialogue to improve organizational operations, promote continuous improvement with patient health outcomes, and evaluate current continuous quality improvement initiatives.
- Participates in Care Plan Meetings with multidisciplinary team and provides insight on patient care and nutritional status.
- Develops presentations and participates in Kidney Disease Education Program to aid in educating patients on Chronic Kidney Disease (CKD) prevention and control.
- Performs other related duties as assigned.

### **QUALIFICATIONS:**

**Education:** Graduation from High School, General Education Development (GED) or Advance Development Institute (ADI). Graduation from an accredited school with a Bachelor's degree in Nutrition or Dietetic. Master's degree preferred.

**Experience:** Must have successfully completed a dietetic internship or equivalent combination of education and experience accredited by the American Dietetic Association. Must have a minimum of three (3) years' experience in an acute care setting, experience with at least one (1) year of renal experience preferred.

**Other:** Must have current registration with the Commission on Dietetic Registration.

### **REQUIREMENTS:**

Must have current registration with the Commission on Dietetic Registration.

### **KNOWLEDGE/SKILL/ABILITY:**

- 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.
- Excellent written communication and verbal communication skills.
- 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 judgement when dealing with patients and family.
- Ability to prioritize and manage time efficiently.
- Ability to manager aggressive and hostile patients and/or family members/visitors.
- Ability to work in a multicultural setting.

### **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 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

Office Hours: Monday through Friday, 7:30am to 4:30pm; **CLOSED** on weekends and holidays.

*Employment Application Forms are available at the hospital facility's Main Cashier Office or online at [www.chcc.health](http://www.chcc.health).*

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

Trunk Line: (670) 234-8951 ext. 3427/3444/3556

Fax Line: (670) 233-8756

Rev. 05/07/25 nka

**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.*