



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

*\*Re-Announcement\**

### **EXAMINATION ANNOUNCEMENT NO. 25-094**

POSITION:	<b>Environmental Health Technician</b>	OPENING DATE:	<b><u>07/02/2025</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>07/16/2025</u></b>
SALARY:	<b>\$22,998.56 P/A</b>		
PAY LEVEL:	<b>03/01</b>		
LOCATION:	Environmental Health Disease Prevention, Commonwealth Healthcare Corporation, <b>Rota</b>		

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

This position is stationed at the Rota Health Center (RHC) in Rota, CNMI. Under the direct supervision of the RHC Resident Director, in collaboration with the Environmental Health Disease Program (EHDP) Administrator. This position is responsible for ensuring compliance of health regulated establishments and the enforcement of environmental sanitation regulations. The incumbent will be required to complete basic trainings in food safety, outbreak epidemiology and investigation, emergency preparedness, response and mitigation, disease investigation and tracking. The incumbent will assist the Environmental Health Inspector (EHI) level and Environmental Health Manager to coordinate and oversee daily inspection and reporting activities, when applicable. The incumbent will assist with both the disease prevention and environmental health investigations. The incumbent will assist with reaching out to people with laboratory-confirmed, probable or suspected diagnoses of communicable disease and providing health education and guidance in order to interrupt ongoing disease transmission. In addition, they will be responsible for data collecting efforts that are needed for program reporting. The incumbent will participate in a number of investigations revolving around communicable diseases and foodborne illness, establishment inspections, and disease surveillance. The incumbent will assist in serving as the ambassador for community education on prevention and containment efforts supported and facilitated by the Environmental Health and Disease Prevention (EHDP). The incumbent requires interpersonal skills to interact and function with staff and client in normal, stressful and crises work settings.

#### **DUTIES:**

##### **Food Safety Coordination:**

- Coordinates and facilitates food safety seminars for food handler certification program.
- Coordinates and supports Inspection & Enforcement Unit to track and update food handler certification database on a weekly basis.
- Consults with EHI and EHO on emerging disease issues affecting the certification of food handlers on matters impacting food safety training, for further consultation with Public & Private healthcare providers, Public Health Medical Director, and/or Epidemiologist on a quarterly basis.

**Environmental Health Inspections:**

- Conducts compliance visits, plan review and mandated inspections of retail food establishments, public swimming pools, childcare facilities, schools, camps, institutions and other regulated establishments and issue recommendations on enforcement actions for critical violations to the Programs Administrator.
- Investigates environmental health complaints occurring on public and private premises, and assist in the investigation of complex complaints; documents result and provides follow-up; communicates findings to EHI
- Performs compliance inspections and investigation of imported products ranging from foods, cosmetics, OTC drugs, pharmaceuticals and medical devices at ports of entry or wholesale distribution sites.
- Conducts investigations of misbranded and adulterated consumer commodities at retail establishments.
- Conducts basic surveillance and control activities of mosquitoes and other vectors.
- Conducts investigations related to child lead poisoning cases, foodborne illness cases, vector-borne disease cases and other related environmental public health concerns.
- Front line responders to any report of a foodborne illness.
- Maintains knowledge of current policies, laws, rules, and developments in the field and applies pertinent knowledge to performance of job duties.
- Prepares and maintains comprehensive field report records of inspections conducted; organizes files, performs data entry and analysis as needed.
- Participates in ongoing Quality Assurance and Quality Improvement programs.
- Performs other related duties as assigned.

**Infections Disease Investigations:**

- Assist with investigating reportable infectious diseases defined by National Notifiable Diseases Surveillance System (NNDSS).
- Monitors various infectious disease surveillance for significant disease trends and early detection of emerging infectious diseases in sensitive areas (**food handling, childcare, and adult care**).
- Investigates, coordinates, and/or assists with all reported disease outbreaks or illness clusters.
- Collects and analyzes reportable infectious disease data for the quarterly, monthly, and annual disease reports.
- Interviews and re-interviews persons infected with or suspected of having a communicable or infectious disease to determine the source of the transmission.
- Collaboratively working with other infectious disease programs to initiate investigations on program referred cases such as TB, STI, and HIV.
- Serves as a primary contact for Class A diseases reported outside of normal business hours.
- Interprets and implements local, state, and federal guidelines related to infectious disease control.
- Develops and extracts reports from databases (i.e., NNDSS, etc.) for delivery to internal and external partners.
- Participates in public health emergency activities as needed. Serves as a first responder of the outbreak investigation team.
- Collaborates with internal and external partners on special projects as assigned related to disease prevention.

**Patient Education:**

- Provides consultation on infection control issues.
- Provides continuous and ongoing education both for hospital patients and the community members who are at risk.
- Conducts on-site visits to investigate situations presenting infection prevention risks and seeks resolution and provides timely information regarding investigations to the department manager, epidemiologist, infection control committee, and others as appropriate.
- Consultation, Observation, and Education: Serves as resource and educator to reduce hospitalizations related to communicable diseases.
- Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education:** High School Diploma or equivalent certification of basic adult education accomplishment.

**Experience:** Three (3) years related experience in regulatory or Environmental Public Health field experience with working knowledge of food safety, disease surveillance, and disease outbreak/ outbreak investigation knowledge.

**Other:**

- Knowledge of local, state, and federal rules and regulations related to environmental public health
- Completion of ICS training courses 100, 200, 700 & 800 within 3 months of appointment.
- Completion of FDA Retail Program Standards Prerequisite courses within 6 months of appointment.
- Completion of FDA Retail Program Standards Post courses within 12 months of appointment.
- Certified pesticide applicator license for the application of pesticides on private and public grounds may be required after employment and when made available by the EHDP.
- Possession of a valid Driver's License is required at time of appointment.
- Valid Passport- Independent travel is required.
- Intermediate Proficiency in computers and software applications.
- Activation pre, during and post declared emergency. The position requires incumbent to work pre & post disaster to secure and inspect communal setting, food and water sources.
- Required to serve in an "on-call" capacity.

**LICENSES/ CERTIFICATIONS:** None.

**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.
- Strong Communication Skills – communicate both orally and in writing effectively.
- Interpersonal skills – dealing with personnel and client in crises incidents and ability to relate to others on challenges and ability to mitigate issues(s) timely.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- 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.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Manual dexterity to board rocking vessel plank and gangway while maintaining body equilibrium.
- Ability to calibrate, operate and maintain a variety of analytical instruments and equipment.

### **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, however facility hours are 24 hours / 7 day per week. The **Environmental Health Technician** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. 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](mailto:apply@chcc.health)

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

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

07/02/25 tcs (ref: former EA24-170)

***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.