



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 25-149

POSITION:	<b>Dental Assistant I</b>	OPENING DATE:	<b><u>09/29/2025</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>10/10/2025</u></b>
SALARY:	<b>\$20,860.32 P/A</b>		
PAY LEVEL:	<b>01/05</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Oral Health Clinic, Population Health Services, Commonwealth Healthcare Corporation, Rota		

#### NATURE OF WORK

Under the supervision of the Program Manager I and Chief Dentist, the incumbent will perform a wide variety of dental assisting such as; preparing patients, chairside assisting and sterilization of dental instruments. This position will work towards supporting the goals and objectives identified through the Oral Health Program.

#### DUTIES:

- Participates in Commonwealth Healthcare Corporation (CHCC) efforts to improve the health and well-being of families through the provision of Oral Health services.
- Calls and seats patient in dental chair for examination or treatment.
- Assists patient in feeling comfortable before, during, and after dental treatment.
- Performs oral prophylaxis supra-gingival cleaning and polishing.
- Applies topical fluoride on patients for caries prevention.
- Sterilizes dental instruments.
- Organizes sterilized equipment and other dental supplies into appropriate cabinets/storage spaces.
- Cleans and sanitizes dental units in operatories.
- Cleans bracket table after examination/treatment of each patient.
- Performs mixture of temporary and permanent restorative materials.
- Assists Dentist/Nurse in charting oral conditions on patient's dental record.
- Captures and develops dental radiograph (X-ray) films.
- Conducts oral health education presentations.
- Schedules dental appointments for patients.
- Participates in CHCC professional development events/training.
- Participates in outreach activities, which may be held on weekends or in the evenings.
- Performs other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

**Education:** High School Diploma, General Equivalency Diploma (GED), Adult Basic Education (ABE), Advance Development Institute (ADI) or equivalent. Must be registered with the CNMI Healthcare Professional Licensing Board within three (3) months of hire.

**Experience:** No experience necessary, incumbent will be trained.

**License/Certification:** Must have a valid driver's license, able to travel off-island for outreach or other programs meetings/trainings, and is fluent in English.

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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.

## **KNOWLEDGE/ SKILLS/ABILITY/WORK STYLE/WORK ACTIVITIES:**

- 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.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — understanding written sentences and paragraphs in work-related documents.
- Active Learning — understanding the implications of new information for both current and future problem solving and decision-making.
- 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.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Comprehension — The ability to read & understand information and ideas presented in writing.
- 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.
- Self-Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
- Getting Information — Observing, receiving and otherwise obtaining information from all relevant sources.
- Assisting and Caring for Others — Providing personal assistance, emotions support, or other personal care others such as coworkers, customers or patients.
- Working with Computers — Using computers and computer system to enter data or process information.

## **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:**

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) 234-8951 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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