



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Amendment to no. of vacancies

EXAMINATION ANNOUNCEMENT NO. 26-118

POSITION:	Nursing Aide	OPENING DATE:	<u>09/09/2026</u>
NO. OF VACANCIES:	2	CLOSING DATE:	<u>09/26/2026</u>
SALARY:	\$17,160.00		
PAY LEVEL:	01/01		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Rota Health Center, Commonwealth Healthcare Corporation, Rota		

NATURE OF WORK

Nursing Aide provides basic nursing care and personal assistance to patients under the direct supervision of a registered nurse or licensed practical nurse. The role focuses on promoting patient's comfort, safety, hygiene, and overall well-being while assisting with daily living activities. Assists with patient flow, basic nursing care, vital signs, specimen collection assistance, examination room preparation, inventory management, infection prevention practices, and other support services to promote safe, efficient, and quality outpatient care.

DUTIES:

- Assists with preparing patients for examinations and treatments.
- Measures and records vital signs, height, weight, pain score, and other basic patient information.
- Assists patients with mobility by transfers, and activities of daily living when needed.
- Observe patients' physical, emotional, and behavioral conditions and promptly report any changes to the supervising nurse.
- Maintain patient comfort by making beds, changing linens, and ensuring clean and organized patient rooms.
- Assist with toileting needs and collect urine, stool, or other specimens as directed.
- Prepares examination rooms before and after each patient visit.
- Escorts patients to examination rooms and assists with patient flow.
- Cleans, disinfects, and restocks examination rooms and clinical equipment.
- Assists providers and nurses during examinations and minor procedures.
- Collects or assists with specimen collection following established procedures.
- Maintains adequate inventory of medical supplies, clean equipment, reports shortages, report damaged or malfunctioning equipment.
- Assists in stocking and organizing supplies using FIFO principles.
- Maintains patient privacy and confidentiality in accordance with HIPAA and organizational policies.
- Documents assigned patient care activities accurately and timely.
- Support infection prevention and control by practicing proper hand hygiene, using personal protective equipment (PPE), and following isolation procedures.
- Assists with emergency situations within the scope of training.
- Provides emotional support, reassurance, and respectful care while preserving patient's dignity and privacy.
- Participates in staff meetings, training, and quality improvement activities.
- 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.

Experience: No experience.

Other: Must complete the 80-hour Nurse Aide training program provided by the CHCC Continuing Education Program within the probationary period. Must possess a valid BLS from AHA. Must comply with mandatory Flu and Vaccine Regulations. Must participate in team meetings, continuing education (CE), and training as required.

KNOWLEDGE/SKILL/ABILITIES:

- Principles and practices of basic nursing care and infection control.
- Medical terminology, standard precautions, and body mechanics.
- Proper use and maintenance of patient care equipment and supplies.
- Understand of patient safety, comfort measures, and emotional support strategies.
- Facility policies, confidentiality standards (HIPAA), and ethical guidelines in patient care.
- Proficient in taking and recording vital signs accurately.
- Skilled in assisting patients with hygiene, nutrition, and mobility in a respectful and safe manner.
- Ability to organize workload and prioritize patient care responsibilities.
- Competence in recognizing and reporting abnormal patient conditions.
- Strong interpersonal and communication skills for effective interaction with patients, families, and the healthcare team.
- Proficient in maintaining documentation and adhering to charting standards.
- Demonstrate compassion, empathy, and cultural sensitivity toward patients and families.
- Remain calm and effective in emergencies or stressful situations.
- Adapt to shifting priorities and demands of patient care needs.
- Function as a multidisciplinary healthcare team with professionalism and accountability.
- Uphold confidentiality and ethical conduct in all patient care activities.
- Show initiative and dependability with minimal supervision.

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

Direct Line: (670) 234-8951 ext. 3444/3443/3410/3427/3583/3584
Trunk Line: (670) 234-8950
Fax Line: (670) 233-8756
09/09/2026 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.*