



# Commonwealth Healthcare Corporation

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



## **HUMAN RESOURCES** **EXAMINATION ANNOUNCEMENT NO. 25-018**

POSITION: **REGISTERED DIETITIAN** OPENING DATE: **03/01/2025**

CLOSING DATE: **Continuous**

SALARY: **\$55,359.20 - \$67,290.08 per annum**

LOCATION: Dietary Unit, Commonwealth Health Center  
Commonwealth Healthcare Corporation, Saipan

### **NATURE OF WORK:**

Under the general supervision of the Dietary Director, the employee in this position is responsible for providing counseling and consultations for in-patients and for ensuring that the dietetic component of the Clinical Unit is in compliance with all Medicare requirements and any other applicable regulations.

### **DUTIES AND RESPONSIBILITIES:**

- Assesses, develops, implements and evaluates the nutritional care plans of clinical patients.
- Provides counseling and consultation on dietary needs to patients of clinical units.
- Provides counseling and consultations on dietary needs to in-patient setting.
- Provides counseling to clinical patients and their family members as needed on nutritional principles, meal plans and food selections beneficial to good health.
- Assures the dietetic components of the clinical unit conforms with federal requirements and regulations.
- Communicates appropriate nutritional assessment and care plans by maintaining a written record system and through documenting patient charts.
- Develops, uses and evaluates educational materials related to the services provided.
- Consults with other departments and members of the health care team coordinating the nutritional care of patients.
- Provides in-service to physicians and nursing staff as part of the continuing education program, as needed.
- Prepares required reports of the dietetic activities, statistics, etc., for administration.
- Develops and writes policies and procedures related to nutrition services for the clinical units in coordination with hospital policies developed by the Food Services Manager.
- Coordinates and consults with the Food Services Manager to ensure clinical unit menus meet nutritional adequacy and patient acceptability,
- Ensures that the dietetic services, documentation, patient education and other components comply with Medicare requirements,
- Participates in committee meetings such as Quality Assurance Council and daily discharge planning to include recommendations for nutritional needs of patients being discharged,
- Performs other related duties as assigned.

### **QUALIFICATIONS:**

**Education:** Bachelor of Science Degree from an accredited college or university with a major in Nutrition or Dietetics.

**Experience:** Must have successfully completed a dietetic internship or equivalent combination of education

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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.

and experience accredited by the American Dietetic Association.

**REQUIREMENTS:**

Must be current and have active registry with the Academy of Nutrition and Dietetics.

**CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) 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. 3583/3443/3556

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.*