



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-097

POSITION:	Physical Therapy Technician	OPENING DATE:	<u>07/17/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>Continuous</u>
SALARY:	\$22,998.56 P/A		
PAY LEVEL:	03/01		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Physical Therapy Department, Ancillary & Support Services, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the Physical Therapy Manager, the Physical Therapy Technician is responsible for rendering assistance in the implementation of prescribed therapy program for patients in the Commonwealth Health Center, Commonwealth Healthcare Corporation.

DUTIES:

- Treats patients according to program designed by Physical Therapist, under the direct supervision of a licensed physical therapist.
- Rendering assistance in the implementation of physical therapy program.
- Maintains the therapy department in an orderly fashion.
- Changes linens on treatment tables after each patient's use.
- Transport patients to and from therapy if necessary.
- Communicates with therapists, physicians, and nursing staff concerning patient care.
- Interacts courteously with patients and families.
- Inventories supplies used in daily therapy operations and re-orders supplies as needed.
- Monitors and records temperature of therapy equipment.
- Maintains adequate linen supply and communicates with laundry when linen is needed.
- Keeps all information regarding patients strictly confidential.
- Receives, completes, and records Physical Therapy referrals.
- Schedules patients after consulting with Physical Therapist.
- Files patient's charts, correspondence, and other related documents and other correspondence.
- Bills inpatients and outpatients.
- Send in and out patient bills to cashier and admissions.
- Complete Monthly Statistics.
- Makes photocopies of exercise program and other information as needed.
- Follow up on purchase orders.
- Answers phone in an appropriate and professional manner.
- Assist patient treatment as needed.
- Upkeep of office equipment.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduation from High School, General Education Development (GED), Advanced Development Institute (ADI) or Adult basic Education (ABE).

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.

Experience: Plus, one (1) year of experience in physical therapy aid and/or technician work.

KNOWLEDGE/ SKILL/ ABILITIES:

- 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.
- Knowledge of the technical procedures and modalities of physical therapy.
- Knowledge of the operation and use of physical therapy equipment.
- 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.
- Must be sympathetic and sensitive to the needs and feelings of the clients
- 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.
- Ability to conduct physical therapy demonstrating programs.
- Ability to work harmoniously and effectively with coworkers, clients and their families.
- Ability to communicate effectively.

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. 3416/3410/3427/3583

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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