



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Corporate Announcement

EXAMINATION ANNOUNCEMENT NO. 25-137

POSITION: **Program Coordinator II** OPENING DATE: **10/02/2025**

NO. OF VACANCIES: **1** CLOSING DATE: **10/08/2025**

SALARY: **\$35,682.40 P/A**

PAY LEVEL: **06/01**

The salary given will be determined by the qualifications of the appointee.

LOCATION: Public Health Services, Population Health, Commonwealth Healthcare Corporation, Tinian

NATURE OF WORK

Under the direct supervision of the Resident Director of Lucia "Chiang" Villagomez Arizapa Health Center (LCVAHC), the employee in this position will work closely with the Resident Director of LCVAHC, Commonwealth Healthcare Corporation, Tinian, or designee, to prepare comprehensive action plans, including resources, timeframes, and budgets for projects. This position will be responsible for projects pertaining to the implementation and administration of the population health/public health activities on the island of Tinian. The incumbent will work closely with the Resident Director of LCVAHC and Director of Public Health Services to identify priorities, develop work plans, implement activities, and provide report on performance indicators and population health outcomes.

DUTIES:

Within the delegated authority and the respective organizational set-up, the incumbent may be accounted for:

1. *Coordination*

- Provide administrative and operations oversight and support to staff, if applicable.
- Prepare annual budget, monitor expenses and ensure funds are allocated properly, if applicable.
- Oversee implementation of all program/project activities including staff hiring, training and performance evaluations, work schedules, assignments, outreach and continuous quality improvement (CQI) efforts.
- Ensure compliance with program policies and applicable regulatory requirements for all services provided by the Division of Public Health Services on the island of Tinian.
- Work with staff at the LCVAHC and Division of Public Health to plan outreach and education activities.
- Develop and support the implementation of training plans for program/project staff and participants.
- Participate as a member of the agency management team to develop, implement and evaluate agency policies, procedures and operation, and chairs staff meetings.
- Participates in staffing decisions including recruitment, hiring, promotion, training, performance evaluations, workload scheduling, retention of assigned personnel, disciplinary problems and other employee relations problems.
- Recommend revisions to organization chart, job descriptions, and personnel justifications.
- Develop approved program budget in consultation with the unit coordinators, Public Health Program Administrator, and the Director of Population Health Services.

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.

2. ***Monitoring/Evaluation***

- Monitor program activities to prevent program fraud by overseeing the monitoring Quality activities to ensure all alleged program abuse are investigated and resolved.
- Monitor and assess the quality and appropriateness of the project activities by reviewing reports/audits management evaluations.
- Evaluate program effectiveness and services through Management Evaluation reports and other appropriate resources through CQI, to ensure optimal delivery of services.
- Utilize program monitoring reviews to identify areas that need improvement.
- Utilize available data and reports to evaluate the success of the program.
- Review client surveys to improve client services.

3. ***Reporting***

- Completes monthly and other related formal and informal reports.
- Submits written and oral reports pursuant to program requirements.

4. ***Funding***

- Oversee and participate in the preparation, review and submission of the annual Continuation Application Reports, prepares budgets, and other required reports to CHCC and federal grantors, if applicable.
- Monitor spend down activities and ensure proper filing mechanisms are in place for proper documentation and record keeping.
- Develop requests for redirection and other prior approval authorization requests to ensure that local public health needs are being met by the funding mechanisms available to the program.

5. ***Other***

- Perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to graduation from an accredited educational institution with an Associate's degree in Public Health, Business Management, or related field.

Experience: Plus three (3) years' experience in Public Health or experience in data entry or data reporting.

OTHER: Ability to work independently as well as to function effectively and collaboratively in a team environment. Skills in demonstrating sensitivity to the effects of culture and ethnic background on health issues. Knowledge in using Microsoft Word, Excel, PowerPoint. Knowledge in creating program related social media campaigns/posts.

KNOWLEDGE/SKILL/ABILITY:

- Database administration, including user account maintenance, creating custom objects, running reports, and troubleshooting problems.
- High level of computer proficiency, including working with data management systems and Excel spreadsheets.
- Strong communications skills with demonstrated experience presenting data cross-functionally.
- Proven team player, delivery-focused, yet flexible and creative when called upon.
- Well-developed facilitation and collaboration skills
- Work collaboratively with staff to determine what data are necessary to measure outcomes critical to the organization and how the data should be reviewed, analyzed, and acted upon on a regular basis.
- Be proactive, always thinking of new ways to implement data systems throughout the organization.
- Maintain professional behavior and act as a role model both at the work site and in the community.
- Consider all points of view and works toward decisions that reflect the greater good of the organization.
- Understands the organization and its programs to manage outcomes.
- 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.
- Concern for Others — job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

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.

****Corporation Announcement is open only to current employees of the Commonwealth Healthcare Corporation****