



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-112

POSITION:	Clinical Coordinator	OPENING DATE:	<u>08/14/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>08/28/2025</u>
SALARY:	\$35,682.40 - \$43,374.24 P/A		
PAY LEVEL:	06/01 – 06/05		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Maternal, Infant, Child, & Adolescent Health Program, Public Health Services, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

The Clinical Coordinator in Saipan will be the liaison between the Maternal, Infant, Child, & Adolescent Health (MICA) Adolescent and Reproductive Health (ARH) Unit and the Commonwealth Healthcare Corporation (CHCC) Clinics to support the family planning patients, clinic and the ARH staff with clinical and administrative tasks. Incumbent will work directly with the Women's Clinic in Saipan, Rota Health Center and Lucia "Chiang" Villagomez Arizapa Health Center providers to coordinate care for family planning patients and all other related ARH clients. The Clinical Coordinator would be based in Saipan. The Clinical Coordinator functions under the direct supervision and authority of the Family Planning Medical Director when performing clinical tasks during patient care. The Clinical Coordinator reports to the ARH Program Manager, who is responsible for the administrative supervision, staff development, and orientation of the clinical coordinator to the area's policies and procedures.

DUTIES:

Clinical/Patient Care:

- Prepare patient for examination
- Note brief history or the reason for visit in the patient's chart and verifies patient information by interviewing patient.
- Take and record vital signs including height & weight; blood pressure, pulse rate, respiration and temperature.
- Assist program manager and clinical staff in completing examination and procedures as instructed.
- Take health history for family planning patients.
- Completely fill out lab slips and other necessary forms.
- Follow universal precautions to protect self and patients.
- Assist the medical staff in patient education and family planning counseling.
- Maintains patient's confidentiality.
- Ability to relate to the public regardless of racial, ethnic and economic status.
- Use of electronic health records for documentation.

Program Coordination/Administrative:

- Handles administrative requirements for the Family Planning Program, including monthly activities reporting.
- Works with ARH Program Manager to develop annual reports, application for funding, and provides input on budget requirements.
- Perform various clerical and administrative functions, such as ordering and maintaining an inventory of Family Planning supplies.
- Maintains inventory of family planning supplies and communicates with ARH Program Manager current supply status at least monthly including when delivery of supplies is received.
- Monitors storage of contraceptive supplies and other medical supplies pertaining to family planning and

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.

STD/STI treatments and assists the ARH Program Manager by communicating with other CHCC departments such as Pharmacy and Procurement on replenishment of supplies, as needed.

- Facilitates coordination of Family Planning patient scheduling for telehealth visits, in-person visits, travels, laboratory draws, medication administration, etc.
- Perform outreaches for Family Planning services as needed (Mobile Clinic, Rota Health Center, Lucia “Chiang” Villagomez Arizapa Health Center, School-Based and all other related community event outreaches).
- Perform educational, awareness and promotional presentations, media presence as required.
- Perform Quality Improvement activities focused on improving Family Planning services.
- Complete and maintain required trainings.
- Assist in the tracking and monitoring of clinic staff family planning required training and all other related programmatic training.
- Report any issues or problems to the ARH Program Manager.
- Handles any incidents that may occur and properly documents all encounters.
- Assist the ARH Program Manager in creating and maintaining program/departmental policies and operational procedures.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: A combination of education and experience equivalent to an Associate’s Degree. Must be a graduate of a certified Medical Assistant program accredited by the Commission of Allied Health Education Program (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES).

Experience: Two (2) years of experience in practical clinical skills such as taking vitals, assisting with EKG, conducting patient interviews is preferred but not required.

Licenses/Certifications: Completion of Medical Assistant or equivalent. Must possess current BLS certification from American Heart Association (AHA).

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.
- The Clinical Coordinator demonstrates problem-solving skills related to patient care activities, provides guidance, and acts as a role model for the clinic’s staff.
- 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.
- Problem Solving – ability to address issues independently and knowing when to seek assistance.
- Multi-tasking – Able to address multiple tasks at the same time.
- Good communication – Ability to effectively and efficiently communicate with others.
- Must demonstrate competency in all skills related to the performance of patient care.
- 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.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Displays responsible behaviors, communicates effectively with others, and functions as a healthcare team member

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 ; *subject to funding availability through federal funds awarded to the CNMI CHCC Family Planning Program not to exceed 03/31/2026 & Maternal and Child Health Services Block Grant not to exceed 09/30/2026.*

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. 3444/3410/3427/3583/3584

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.