



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-010

POSITION:	Nurse Unit Manager	OPENING DATE:	<u>02/12/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>02/25/2026</u>
SALARY:	\$62,071.36 per Annum		
PAY LEVEL:	UNGRADED		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Pediatrics Unit, Commonwealth Health Center Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

The Nurse Unit Manager shall provide supervision to Staff Nurses and Certified Nursing Assistants providing care to infant, toddler, pre-school, school age or adolescent patients experiencing general medical conditions or surgical procedures that require general assessments related to specific age-related conditions, and general therapies and interventions. The Nurse Manager is responsible in managing, supervising and assisting the nursing staff, as well as providing administrative support and patient care during his or her shift, provide guidance on administering care to new patients or those with special needs and answer questions regarding policies, procedure and protocol. The Nurse Manager evaluates and documents the performance of Staff Nurse and CNA under his/her charge and performs counselling and education to staff nurse with unsatisfactory performance as necessary. The incumbent reports directly to Director of Nursing and works with upper management to discuss personnel and administrative issues and address problems among staff; and coordinates with a team of other healthcare professionals to provide the necessary medical care to children of all age groups.

DUTIES:

- Direct Nursing Service activities in the Pediatric Department; oversee the whole operations of the department.
- Supervises the Staff Nurses, and Certified Nursing Assistant on duty as they perform professional care to children of all age group with various Medical and Surgical care needs according to standard operative procedures, requiring a higher degree of accuracy, uniform mental attention and close concentrations.
- Review all plan of Nursing care for each newly admitted patient.
- Assures quality of care by developing and interpreting hospital and nursing division's philosophies and standards of care; enforcing adherence to state board of nursing and state nurse practice act requirements and to other governing agency regulations; measuring health outcomes against standards; making or recommending adjustments.
- Delegates responsibilities to Pediatric Nurses and other Auxiliary, ensuring that the unit is staffed appropriately.
- Selects and hires employees according to established guidelines. Monitor, coaches, develop and evaluate performance of Ancillary staff on an ongoing basis in accordance with applicable performance standards.
- Writes reports on Pediatric department staff performances and collaborates with Human Resources to ensure Personnel Policy Development and Communication to staff to achieve consistency in Labor and employee relations.

- Develops Policies and Procedures in the Pediatric Unit, implement and monitor performance and improvement and quality initiatives, implements new initiatives and change with evidence-based guidelines and ensure compliance.
- Developing continuing education and staff development program for Pediatric unit staff and provide orientation to new nursing staff.
- Implement and monitor performance and improvement and quality initiatives.
- Identifies and implements opportunities to build employee morale and individual motivation.
- Responsible for the accuracy of staff timecards, leave schedules and overtime slips.
- Responsible for profit and loss performance of assigned Business unit, participates in Budget creation and expense management.
- Responsible for assuring customer/patient service needs are met. Monitors patient service feedback and contributes to the process of resolving complaints and service issues. Plans and initiates process improvement and cost reduction opportunities.
- Works across organization in assisting with area of expertise; I.E. Nursing, Employee Health, Medical Records, and Quality Assurance.
- Builds strong positive communication with Physicians and work as a team to enhance the success of the profession. Develops strong inter-department teamwork to meet the needs of the Patient and Physician and driven decision making and other actions.
- Responsible for profit and loss performance of assigned Business unit, participates in Budget creation and expense management.
- Responsible for assuring customer/patient service needs are met. Monitors patient service feedback and contributes to the process of resolving complaints and service issues. Plans and initiates process improvement and cost reduction opportunities.
- Works across organization in assisting with area of expertise; i.e. Nursing, Employee Health, Medical Records, and Quality Assurance.
- Builds strong positive communication with Physicians and work as a team to enhance the success of the profession.
- Develops strong inter-department teamwork to meet the needs of the Patient and Physician and driven decision making and other actions.

QUALIFICATION REQUIREMENTS:

Education:

1. Associate of Science in Nursing (ASN) from a recognized/accredited school of Nursing.
2. Bachelor of Science in Nursing (BSN) from a recognized/accredited school of Nursing

Experience:

- 1.a. Twelve (12) years clinical experience and two (2) years Pediatrics clinical experience.
- 2.a. Six (6) years Clinical experience and two(2) years Pediatrics clinical experience.

Licenses/ certifications: NCLEX-RN passer; in possession of a current CNMI RN License as Registered Nurse by the Commonwealth Board of Nurse Examiners (CBNE) to practice nursing in the CNMI. Must posesses current AHA BLS/ACLS certifications.

Others: Must comply with mandatory Flu and Vaccine Regulations.

COMPETENCY

KNOWLEDGE:

- Vast knowledge of the hospitals policies, procedures and protocols, and able to develop, or assists in developing and revising of Policies and Procedures for the nursing department, monitor performances and refers to managers, participates in improvement and quality initiatives, implements new initiatives and change with evidence-based guidelines and ensure compliance.
- Knowledgeable of current nursing practice and the roles and functions of patient care team members.
- Understands financial management – cost analysis, create and monitor the unit's budget, impact of reimbursement on revenue and conduct ongoing evaluation and productivity.
- Comprehensive knowledge of pediatric nursing, growth and development, and age-specific care.
- Knowledge of electronic health records (EHR) and healthcare technology systems.

SKILL:

- Strong leadership and supervisory skills for managing and motivating nursing staff.
- Good and sound nursing leader judgment, apply systems thinking knowledge to analysis and decision-making skills in both clinical and administrative settings.
- Excellent communication and interpersonal skills for patients, families, and healthcare teams.
- Organizational and time management skills to balance multiple responsibilities effectively.
- Conflict resolution. Team-building, and staff development skills.

ABILITY:

- Ability to manage and coordinate unit operations while maintaining high standards of care.
- Ability to adapt to changing healthcare demands and manage crises effectively.
- Ability to analyze data, prepare reports, and use metrics for decision-making.
- Ability to foster teamwork, professional growth, and positive work environment.
- Ability to remain calm and effective under pressure, especially in emergencies.

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 **“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 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.

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.

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