

- Work with partners and stakeholders to identify the particular health care needs of target individuals of a target area.
- Advocate for individual or community health needs with government agencies or health service providers.
- **Professional development**
 - Participate in professional development, meetings, training, and conferences pertinent to Public Health and CHCC
 - Works to coordinate in-service presentation and other health training related for partners and stakeholders.
 - Stays abreast of health promotional methods and strategies
- **Other**
 - Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION & EXPERIENCE: High School diploma or GED equivalent required. Two (2) years of experience in health education, community outreach, or a related field preferred.

OTHER: Preferred experience in community-based work, media development and project/program proposal development, and program coordination, evaluation, grant writing, and/or media campaign development.

KNOWLEDGE/SKILL/ABILITY:

- 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.
- Rules of effective English usage; spelling, punctuation and grammar.
- Common software application such as Microsoft Office, Excel, PowerPoint.
- Media development use of application such as Adobe Photoshop, Canva.
- Understanding of NCD's and related risk factors.
- 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.
- Able to complete tasks in a timely manner to meet program outcomes.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Actively engage and audience and relay clear and precise information.
- Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher.
- Talking to different size of groups to convey information effectively.
- Communicating effectively in writing as appropriate for the needs of the target audience.
- Self- starter while working well in a strong team environment.
- Cultural competency and the ability to communicate effectively in a culturally sensitive manner with both individuals and groups from diverse backgrounds.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.
- Research and critically review information.
- Work professionally with people from a wide variety of cultural and socio-economic backgrounds.
- Establish and maintain effective working relationships with coworkers and others.
- Collaborate with others and work effectively in a team environment.
- Examine, summarize, and effectively present on data, projects, and ideas.
- Work independently with minimum supervision while prioritizing workloads to meet deadlines.
- Take initiative to plan and complete assigned work with a high level of accuracy.
- Manage multiple tasks and projects to meet deadlines.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Plan projects and implement operational strategies.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

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.

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 Behavioral Risk Factor Surveillance System, Public Health Services*, not to exceed 07/31/2026.

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. 3444/3416/3427/3410

Trunk Line: (670) 234-8950 ext. 3444/3416/3427/3410

Fax Line: (670) 233-8756

02/18/2026 tcs

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.*