



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-068

POSITION:	Electroencephalogram (EEG) Technologist	OPENING DATE:	<u>06/08/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>06/12/2026</u>
SALARY:	\$34,070.40 P/A		
PAY LEVEL:	UNGRADED		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Ancillary & Support Services, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the Chief Operations Officer of Ancillary & Support Services, the employee provides diagnostic Electroencephalogram services in a hospital or clinic setting; to include EEG record documentation, technical descriptions of EEG recordings, taking a patient history and communication with Neurologists or designated physician. Other clerical duties as required. Perform all duties in a manner which promotes team concepts and reflects CHCC mission and philosophy.

DUTIES:

- Perform diagnostic EEG procedures, using knowledge, skills and abilities required for age of patient served, to include: routine, urgent emergent and portable in accordance with department policies and procedures.
- Perform technically difficult exams, using resources available to complete the exam in a satisfactory manner.
- Prepare patient for examinations.
- Perform record processing, reception, file and clerical functions using computer.
- Restock supplies and maintain cleanliness of work area.
- Participate in-service training for hospital staff.
- Demonstrates customer-focused service skills.
- Able to work as needed or after hours call as needed.
- Able to take call on rotational basis during the week after hours and weekends for STAT EEGs.
- Seizure pattern recognition, classifications of seizures, mental status evaluations.
- Discriminate between epileptic and non-epileptic seizures and status epilepticus.
- Knowledge of neuro anatomy, cranial nerves and blood supply.
- Basic medical terminology and ability to describe EEG activity with appropriate terminology.
- Organizational skills, time management, prioritization, planning; attention to detail; problem solving, decision making, judgment; technical skills; imitative; communication, interpersonal skills, customer relations, organizational relations.
- Knowledge of policies and procedures.
- Adaptability; flexibility.
- Familiar with adult, pediatric and bedside EEGs.
- Accurately measure and place electrodes using the International 10-20 System.
- Understand use of filters, impedance, sensitivity, time constant calibration, montages.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduation from a recognized college with an Associate's Degree in Neurodiagnostic Technology (NDT) or Bachelor's degree in Neurodiagnostic, Biomedical Engineering or related science for advanced clinical training and managerial or specialized roles.

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: Completion of an ASET approved program or completion of a formal Electro Neurodiagnostics training program and/or prior EEG work experience.

Other: Physical Requirements: Good visual acuity and ability to communicate. Ability to lift, lower, push, pull, and retrieve objects weighing a minimum of 20 pounds of supplies and equipment and repositioning of patients.

Licenses/ certifications: Valid and Active Basic Life Support (BLS) Certification.

KNOWLEDGE/ SKILL/ ABILITIES:

- Therapy and Counseling - Knowledge of information and techniques needed to rehabilitate physical and mental ailments and to provide career guidance including alternative treatments, rehabilitation equipment and its proper use, and methods to evaluate treatment effects.
- Administration and Management - Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Education and Training - Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.
- Psychology - Knowledge of human behavior and performance, mental processes, psychological research methods, and the assessment and treatment of behavioral and affective disorders.
- Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Knowledge of the hospital and departmental regulations, policies and procedures.
- Instructing - Teaching others how to do something.
- Implementation Planning - Developing approaches for implementing an idea.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react the way they do.
- Speaking - Talking to others to effectively convey information.
- Active Listening - Listening to what other people are saying and asking questions as appropriate.
- Basic Typing skills.
- Solution Appraisal - Observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts.
- Critical Thinking - Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Judgment and Decision Making - Weighing the relative costs and benefits of a potential action.
- Coordination - Adjusting actions in relation to others' actions.
- Time Management - Managing one's own time and the time of others.
- Persuasion - Persuading others to approach things differently.
- Equipment Selection - Determining the kind of tools and equipment needed to do a job and maintenance of the equipment.
- Application of principles — Ability to apply the principles of occupational therapy to work situations.
- Active Listening — Ability to give 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.
- Near Vision — Ability to see details at close range (within a few feet of the observer).
- Far Vision — Ability to see details at a distance.
- Speech Recognition — Ability to identify and understand the speech of another person.
- Communication — Ability communicates effectively, orally and in writing; and to listen and understand information and ideas presented through spoken words and sentences.
- Interpersonal relationship — Ability to establish and maintain effective working relationships with management and other professional staff within the hospital facility, its clients and the community.
- Motivation — Ability to inspire and motivate patients to carry out treatment program.
- Problem Sensitivity — Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

- Documentation — Ability to maintain records and prepare reports, write clear and concise reports of treatments done and the progress made.
- Dynamic Strength — Ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
- Static Strength — Ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — 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 — Ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Gross Body Coordination — Ability to coordinate the movement of the arms, legs, and torso together in activities where the whole body is in motion.
- Manual Dexterity — Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Finger Dexterity — Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Multilimbed Coordination — Ability to coordinate movements of two or more limbs together (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the body is in motion.

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. 3410/3427/3583/3444/3584

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.