



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-080

POSITION:	Administrative Specialist	OPENING DATE:	<u>06/22/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>06/26/2026</u>
SALARY:	\$29,120.00 P/A		
PAY LEVEL:	UNGRADED		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Crisis Counseling Program, Community Guidance Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

Under the direct supervision of the Disaster Program Manager (DPM). The incumbent in this position will oversee the general clinical and administrative functions of the Crisis Counseling Program; coordinate activities of assigned area(s); ensure confidentiality and compliance of activities; provide information, recommendations and/or direction regarding administrative procedures; and provide assistance to the Community Guidance Center (CGC) Director and CGC Administrative Office as needed.

DUTIES:

- Coordinate Human Resource (HR) - related tasks in coordination with the CHCC HR office to include scheduling of and preparation for announcements, interviews, etc....,
- Coordinate purchase requests, payment, and contract development in coordination with CHCC Finance and Procurement offices.
- Coordinate travel, service, and/or training requests, as assigned by the Disaster Program Manager (DPM).
- Serve as a liaison between assigned area and various internal and external parties for the purpose of providing excellent customer service and representing the Youth & Young Adult Outreach and Intervention Program (YYA-OIP) in a hospitable and professional manner.
- Attend meetings (e.g. trainings, in-service activities, workshops, conferences, classes, etc.) for the purpose of increasing professional knowledge, and conveying and/or gathering information required to perform functions.
- Develop printed and electronic materials for the purpose of documenting activities, providing written support and/or conveying information.
- Inform personnel regarding a variety of procedures and program requirements for the purpose of providing accurate information, taking appropriate action, and/or complying with financial, legal, clinical and administrative requirements and district policies.
- Maintain a wide variety of (including highly confidential) manual and electronic materials (e.g. documents, files, calendars, administrative and financial records, program records, resource materials, reports, student data, budget data, staff information, maintenance data, etc.) for the purpose of providing up-to-date reference and documentation in compliance with government regulations and district requirements.
- Manage assigned activities and/or for the purpose of ensuring compliance with clinical, administrative requirements and confidentiality policies.
- Perform record keeping and clerical functions (e.g. scheduling, copying, instructional materials, filing, running reports, employee timecards, compiling lists, etc.).
- Work with the Disaster Program Manager (DPM) and other program staff with the development of program policies and procedures as needed.
- Assist Disaster Program Manager (DPM) with administrative duties related to monitoring and ensuring compliance with grant requirements and reporting.
- Performs other duties as assigned.

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.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to graduation from an accredited college or university with Associate's degree.

Experience: Plus three (3) years of progressively responsible administrative work.

Licenses/Certifications: None.

KNOWLEDGE/ SKILL/ ABILITIES:

- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- 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.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- 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.
- Time Management — Managing one's own time and the time of others.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Coordination — Adjusting actions in relation to others' actions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.

CONDITIONAL REQUIREMENTS:

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

OTHERS:

All hires under this program is contingent upon funding availability. This position 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 ; are subject to funding availability through federal funds awarded to the *Commonwealth Healthcare Corporation to support the CNMI Crisis Counseling Program, Community Guidance Center* not to exceed 04/24/2027.

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.*