



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-082

POSITION: **Nurse Unit Manager** OPENING DATE: **06/26/2026**
NO. OF VACANCIES: **1** CLOSING DATE: **07/02/2026**
SALARY: **\$62,071.56 per Annum**
PAY LEVEL: **UNGRADED**
The salary given will be determined by the qualifications of the appointee.
LOCATION: Family Care Clinic/Children's Clinic, Commonwealth Health Center
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

The Nurse Unit Manager shall manage and supervise Staff Nurses, License Practical Nurse, Registered Medical Assistants and Certified Nurse Assistants that are providing professional nursing outpatient care in Family Care Clinic and Children's Clinic with health issues to include the nursing process of assessment, planning, intervention, implementation, and evaluation of care in accordance with established guidelines, policy and procedure. The Nurse Unit Manager is responsible for managing, supervising and providing administrative support and guidance on administering care to all patients and answer questions regarding policies, procedures and protocols. The Nurse Unit Manager works with Chief Nursing Officer through Director of Nursing in reviewing and hiring of applicants and responsible in evaluating and keeping records of the performances of Staff Nurses, LPN and CNA under his/her charge and provides counselling on unsatisfactory performance. The incumbent reports directly to Director of Nursing and works with upper management to discuss personnel and administrative issues and address problems among staff. The Nurse Manager coordinates with clinical and healthcare team to manage care and assist in the treatment plans of the patients, with the goal of returning to their highest level of mental and physical health.

DUTIES:

- Direct Nursing Service activities in the FCC/CC Unit and oversee the whole operations of the department.
- Supervises the Staff Nurses, License Practical Nurse, Registered Medical Assistants and Certified Nurse Assistants on duty as they perform professional care to patient of FCC/CC unit clinical records and writes report to standard operative procedures, requiring a higher degree of accuracy, attention and close concentrations.
- Delegates responsibilities to FCC/CC Nurses and other Auxiliary staff, ensuring that the unit is staffed appropriately.
- Selects and hires employees according to established guidelines. Monitors, coaches, develop and evaluate performance of nursing staff on an ongoing basis in accordance with applicable performance standards.
- Writes reports on FCC/CC 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 FCC/CC Unit, implement and monitor performance and improvement and quality initiatives, implements new initiatives and change with evidence-based guidelines and ensure compliance.

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.

- Developing continuing education and staff development program FCC staff and provide orientation to new nursing staff.
- Implement and monitor performance and improvement and quality initiatives
- Review all plan of nursing care for each newly admitted patient.
- Signs for the unit staff's request for leave of absence and responsible for the accuracy of staff timecards, leave schedules and overtime slips.
- Identifies and implements opportunities to build employee morale and individual motivation.
- 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: Bachelor of Science in Nursing (BSN) from a recognized/accredited school of Nursing

Experience: Six (6) years Clinical experience and two (2) years of managerial experience preferred (in leadership position with the nursing department).

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 possess 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.
- 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 governing agency regulations, measuring health outcomes against standards, making or recommending adjustments.
- Understands financial management – cost analysis, create and monitor the unit's budget, impact of reimbursement on revenue and conduct ongoing evaluation and productivity.

SKILL:

- Serves as advocate for both patient and staff to meet safety requirements while in the hospital premises.
-

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.

- Serves as change agent when patient care work/ work is redesigned.
- Works across organization in assisting with area of expertise.
- Demonstrate written, oral presentation, and negotiation skills.
- Effectively manages conflicts and supports collaborative interactions within unit staff members.
- Identify needs for performance improvement and facilitate change in the system through training and updated skills and competency.
- Exercises good and sound nursing leader judgment, apply systems thinking knowledge to analysis and decision-making.

ABILITY:

- Physically able to make rounds in all departments ensuring staffing, medical supplies and services rendered are met, and able to assist staff as needed.
- Develop or modify role definitions of staff consistent with scope of practice as staffing needs are identified.

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) 234-8951ext. 3584
 Trunk Line: (670) 234-8950
 Fax Line: (670) 233-8756
 06/26/2026 mfb

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.