Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950

HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 27-015

POSITION:	**Community Health Outreach Worker I**	OPENING DATE:	**11/18/2026**
NO. OF VACANCIES:	**1**	CLOSING DATE:	**12/03/2026**
SALARY:	**$22,998.56 P/A**		
PAY LEVEL:	**03/01**		
	The salary given will be determined by the qualifications of the appointee.		
LOCATION:	Non-Communicable Disease Programs, Public Health Services, Population Health, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the NCDP Administrator and/or Health Management Unit Program Manager, the community health outreach worker provides a critical role in the patient linkage and navigation of health services primarily on the prevention and management of chronic diseases. This individual will assist with health management that includes field visits, phone call follow-up, and documentation in EHR and surveillance databases. This individual will assist in receiving referrals to the Program from private providers, Lucia "Chiang" Villagomez Arizapa Health Center (Tinian), Rota Health Center, and CHCC out-patient and in-patient clinics.

DUTIES:

1. ***Referrals/Patient Navigation***
   - Assists in referrals for social services or community programs (e.g. WIC, Medicaid, Social Security Income, Nutrition Assistance Program (NAP), etc.) and other health related services (Tobacco Cessation, Family Planning, HOME Visiting, Immunization).
   - Directs or refers patients and community members to appropriate community agency partners.
   - Report incidences of child or elder abuse, neglect, or threats of harm to authorities, as required by mandated reporting laws.

2. ***Health Education & Community Awareness (culturally-tailored)***
   - Provides relevant health education and information to patients at CHCC or in the community.
   - Develops community awareness materials to market screening, diagnostics and treatment, and preventative services at CHCC.
   - Utilize and help develop information awareness messages specific to program needs utilizing print, radio, and social media platforms.
   - Disseminate health information materials to internal and external partners and stakeholders.
   - Participate in evaluation of health education and community awareness materials and activities.

3. ***Case Management and Direct Patient (care-services)***
   - Develop plans or formal contracts for individuals, families, or community groups to improve overall health.
   - Conducts patient follow-up activities to prevent loss to follow-up and assists in locating patients who have been lost to follow-up.
   - Assists clients in meeting compliance requirements for recommended services.
   - Conduct health screenings and provide medication, if applicable.

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.

4. ***Data Entry and Documentation***
   - Documents all patient encounters in the Electronic Health Records or other database, as needed.
   - Updates and maintains surveillance and reporting systems.
   - Maintain updated client records including plans, contact notes, appropriate forms, or related information, as needed.

5. ***Partnership***
   - Works closely with internal partners and medical providers to help achieve desired patient outcomes.
   - Work with partners and stakeholders to conduct community and target population needs assessment activities.
   - Advocate for individual or community health needs with government agencies or health service providers.
   - Build community capacity to address health issues

6. ***Professional Development***
   - Participates in professional development, meetings, trainings and conferences pertinent to the Programs.
   - Works to coordinate in-service presentations and other public health training related for program partners and stakeholders.

7. ***Other***
   - Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: High School Diploma, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE).

Experience: At least three (3) years of related experience in public health or another position with the provision of social services, community health education, supportive services, personal care, or related duties. Has experience working with different ethnic/cultural individual groups.

Other: Ability to work independently as well as to function effectively and collaboratively in a team environment. Skills in demonstrating sensitivity to the effects of culture and ethnic background on health issues. Knowledge in using Microsoft Word, Excel, PowerPoint. Knowledge in creating program related social media campaigns/posts.

Must have a valid driver's license and have the ability to drive independently to fulfill job duties.

KNOWLEDGE/SKILL/ABILITY:

- 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.
- Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- 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.
- Speaking — Talking to others to convey information effectively.
- Service Orientation — Actively looking for ways to help people.
- Technology – Experience or willingness to learn the use of electronic health record and Microsoft Office software.
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

CONDITIONAL REQUIREMENTS:

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

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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 CHCC Wise Women Project not to exceed 09/29/2027.*

***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) 234-8951ext. 3410/3444/3427/3583
Trunk Line: (670) 234-8950
Fax Line: (670) 233-8756
11/18/2026 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.*

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