



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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-100

POSITION:	Renal Social Worker	OPENING DATE:	<u>07/22/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>Continuous</u>
SALARY:	\$55,359.20 - \$67,252.68 P/A		
PAY LEVEL:	Ungraded		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Dialysis Center, Commonwealth Health Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the Director of Dialysis Center and Dialysis Medical Director, the Renal Social Worker is responsible for providing a wide range of general social services to Commonwealth Healthcare Corporation (CHCC) patients and their families, especially those at hemodialysis center and/or hospitalized on any of the in-patient services as well as participating in team review of patient progress, recommending changes in treatment based on the patient's current psycho-social needs.

DUTIES:

- Counsel patient and family regarding coping, crisis management, problem solving, health management, decision-making, resources, and other psychosocial needs by utilizing appropriate therapeutic interventions.
- Serve as an integral member of the interdisciplinary team and in collaboration with the Physician and management team, will contribute to the plan of care, and document the plan, interventions and evaluation of outcomes in the interdisciplinary progress notes.
- Assist patients and families in navigating the healthcare system, including insurance coverage and benefits.
- Maintains up to date knowledge of Medicare, Medicaid and other third-party reimbursement sources so that to provide information and to help patients apply for Medicare, Medicaid and other insurance benefits to assure payment for care.
- Evaluating for vocational rehabilitation services which includes employment, going to school, volunteering within the community.
- Assist patients understand their Rights, Responsibilities, Code of Conduct and Grievance Procedure and Advance Directives.
- Provide education and referrals to appropriate resources.
- Share information about peer support resources with patient and family to complement emotional support and education needs.
- Providing supportive counseling.
- Assisting in informing patients of the importance of treatment participation.
- Conduct patient and family orientation.
- Discuss the meaning of their consents for treatment especially those related to their preferred method of treatment and its implications and how to comply with the regimen.
- Participates in the care planning process and facilitates patient engagement in Plan of Care.
- Participate monthly in providing education through Kidney Disease Education Program (KDEP).
- Facilitate Peer Mentoring Program and Patient Advocacy Meetings.
- Assist patients in applying for financial assistance with Medicare premiums through American Kidney Fund Grants Management.
- Coordinate transient arrangements for patients traveling or visiting patients.

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.

- Conduct home or work visits with renal team to accommodate home dialysis program.
- Attend and participate in regularly scheduled team meetings.
- Participate in quality improvement initiatives and Quality Assurance and Performance Improvement (QAPI) program.
- Participate in End-Stage Renal Disease (ESRD) Network 17 quality initiatives.
- Ensures Dialysis facility complies to CMS PART 494 CONDITIONS FOR COVERAGE FOR END-STAGE RENAL DISEASE FACILITIES: V691 (d) Standard: Social worker.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduation from an accredited school with a Master's degree in Social Work with a specialization in clinical practice recognized by the CNMI Health Care Professions Licensing Board (HCPLB) or a social work education program approved by the CNMI HCPLB.

Experience: Two (2) years' experience in social work; experience in dialysis or clinical work preferred.

Licenses/Certifications: Licensed Renal Social Worker by the CNMI HCPLB.

Other: Must demonstrate knowledge of chronic illness, disability and mental health issues and knowledge of community services, human services, and social services.

KNOWLEDGE/ SKILL/ ABILITIES:

- 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.
- 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.
- Multi-task – ability to adequately do multiple duties at the same time.
- Problem-solve – able to address issues and problems that occur whether independently or with assistance from others with the goal to resolve the issue and return to normal operations.
- Excellent written communication and verbal communication skills.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Ability to make safe and sound judgement when dealing with patients and family.
- Ability to prioritize and manage time efficiently.
- Ability to manager aggressive and hostile patients and/or family members/visitors.
- Ability to work in a multicultural setting.
- Ability to provide psychosocial evaluations and counseling to patients and their families.
- Ability to complete and maintain records.

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) 234-8951 ext. 3444/3410/3427/3583/3584

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.*