



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-107

POSITION: **Program Assistant** OPENING DATE: **08/24/2026**
NO. OF VACANCIES: **1** CLOSING DATE: **09/04/2026**
SALARY: **\$22,998.56 – \$24,148.80 P/A**
PAY GRADE: **03/01 – 03/02**
The salary given will be determined by the qualifications of the appointee.
LOCATION: Immunization Program, Communicable Diseases Programs, Public Health Services,
Population Health Services, Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the Immunization Program Manager, the incumbent will work to support activities to promote the implementation of program workplan activities aimed at expanding access to immunization services and improving vaccination coverage rates within the CNMI population. This position provides support for daily immunization services functions.

DUTIES:

Administrative Support

1. Serve as liaison between assigned area and various internal and external parties for the purpose of providing excellent customer service and representing the immunization program in a professional manner.
2. Attend meeting and/or trainings for the purpose of increasing professional knowledge and conveying and/or gathering information required to perform functions.
3. Develop printed and electronic material for the purpose of documenting activities, providing written support and/or conveying information.
4. Inform program personnel regarding a variety of procedures and program requirements for the purpose of providing accurate information and policies.
5. Maintain a wide variety of (including confidential) manual and electronic materials (i.e. documents, files, calendars, administrative and financial records, program records, resource materials, reports, patient data, budget data, staff information, maintenance data, etc.).
6. Manage administrative activities for the purpose of ensuring compliance with administrative requirements and confidentiality policies.
7. Perform recordkeeping and clerical functions (i.e. scheduling, copying, instructional materials, filing, developing reports, documenting equipment/asset inventory, etc.).

Operational Support

1. Conducts patient check-in, assess vaccination history, update demographics, and patient registration for vaccination visits.
2. Properly documents vaccine recipient's demographic information and vaccination information into the CNMI Immunization Information Systems (IIS) Registry and the CHCC Electronic Health Record (EHR) system.
3. Maintains the CHCC Immunization Program email account(s) and responds to patient inquiries as needed.

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. Processes requests for school health certificates and official immunization records.
5. Assists with scheduling appointments, patient reminder calls, and reminder/recall activities to support the program's goals for improving vaccine coverage in the CNMI.
6. Assists and support of outreach and mobile vaccination activities.
7. Assists in the safe handling and transport of vaccine products to ensure cold-chain processes are met.
8. Assists in maintaining and proper disposal of wasted vaccine doses, including but not limited to: proper storage, inventory and reporting, and disposal that is done in coordination with the Facilities department.
9. Assists in vaccine product delivery to vaccine provider locations, as needed.
10. Assists with retrieving patient encounter forms and other related program documentation.
11. Assists in the response to vaccine temperature excursion events, as needed.
12. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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

Experience: At least three (3) years of related work experience in providing administrative or operational support.

KNOWLEDGE/ SKILL/ ABILITIES:

- Knowledge of public health principles and disease prevention strategies
- Knowledge of office administration practices, including records management, filing, and document preparations
- Skill in providing professional and excellent customer service and communication with clients, healthcare providers, and partners
- Skill in verbal and written communication
- Skill in accurately entering, reviewing, and maintaining data and information
- Skill in prioritizing workload and managing multiple assignments with minimal supervision
- Skill in applying attention to detail while performing tasks
- Ability to interpret, understand, and apply program policies, procedures, and applicable laws, regulations, and guidelines
- Ability to maintain confidentially and safeguard sensitive health and personal information
- Ability to adapt to changing priorities, policies, and public health emergencies
- Ability to maintain regular attendance and dependable work performance
- Ability to work under pressure while maintaining accuracy and attention to detail

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; *subject to funding availability through federal funds awarded to the CNMI CHCC Immunization & Vaccines for Children Program* not to exceed 06/30/2027.

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. 3410/3416/3427/3583

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

08/24/2026 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.*