



Commonwealth Healthcare Corporation
Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



HUMAN RESOURCES
Re-Announcement
EXAMINATION ANNOUNCEMENT NO 22-068

POSITION: **PROJECT SPECIALIST** OPENING DATE: **05/10/2022**

NO. OF VACANCIES: **1** CLOSING DATE: **05/23/2022**

SALARY: **\$26,626.08 P/A**

PAY GRADE: **04/01**

LOCATION: Non-Communicable Disease Bureau (NCDB), Public Health Programs,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Through supporting the delivery of NCDB project activities, the objectives of this position are: to increase capacity in implementing and supporting systems changes at the population level in order to reduce the incidence and burden of NCDs; to assist in the strengthening of community partnerships and advocates for systems changes that support sustained and improved health outcomes; and to increase the implementation and evaluation of NCD related projects and interventions aimed at improving population health outcomes.

DUTIES AND RESPONSIBILITIES:

- Assists in enhancing systems changes that support program or project implementation.
- Conduct research and gather evidence or data to support the implementation of systems changes aimed at the prevention and management of NCDs.
- Develop, build, and maintain partnerships with both internal and external stakeholders.
- Provide project support to partners and coalitions in the development and delivery of community-based interventions.
- Gather, develop, and edit resource materials appropriate for program projects.
- Conducts health education/promotion activities in the community on topics central to the goals and objectives of the program including but not limited to: legislation of tobacco, betel nut, and other health related laws, as well as general prevention information.
- Work with databases to input results from surveys and other data sources.
- Develop and edit program and project policies and protocols.
- Monitor and evaluate project performance and outcome measures; provide reports and feedback on measures
- Attend workshops, conferences, meetings, and other related seminars as identified by the supervisor.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from a recognized college or university with an Associate's degree in public health and/or related field plus two (2) year in community collaboration, outreach, media development, and project development.

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OTHER:

Preferred experience in program/project development and implementations, basic data analysis, community-based work, and project/program proposal development.

KNOWLEDGE:

- 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.
- Must know how to conduct community education
- Media Development
- Understanding of NCD's and related risk factors.

SKILLS:

- 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.
- Organizational Skills – Able to complete tasks in a timely manner to meet program outcomes.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Microsoft Office Software- Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

ABILITIES:

- 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.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Flexibility – The ability to generate or use different set of rules for combining or grouping things in different way to provide quality services to people.
- Originality - The ability to come up with ideas about a topic or situation to solve a problem.
- Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Adaptability/Flexibility - Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Initiative - Job requires a willingness to take on responsibilities and challenges.
- Innovation - Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Achievement/Effort - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “COVERED”, 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

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Monday to Friday from 7:30am to 4:30pm, however facility hours are 24 hours / 7 day per week. The **Project Specialist** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. 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 *Prevention and Control of Chronic Disease and Associated Risk Factors in the U.S. Affiliated Pacific Islands, U.S. Virgin Islands, and Puerto Rico* not to exceed: 03/28/22.

OTHERS:

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: 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.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, 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) 236-8205/8210/8729/8202 Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

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