



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 22-116

POSITION: **Phlebotomist** OPENING DATE: **06/15/2022**
NO. OF VACANCIES: **2** CLOSING DATE: **Continuous**
SALARY: **\$22,998.56 P/A - \$27,957.28 P/A**
PAY GRADE: **03/01**
LOCATION: **Laboratory Services, Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

Under the general supervision of the Laboratory Manager, the employee in this position is responsible for performing a variety of clerical and technical duties.

DUTIES:

- Performs CLIA '88 approved and waived lab procedures at the direction of the Lab Manager.
- Collects blood specimens on adult and pediatric patients using Universal Precautions.
- Works the front desk accessioning area, to include patient accessioning and scheduling for specimen collection, instructing patients in test requirements, clarifying orders and directing patients to admitting and the cashier when necessary.
- Answers telephones, relay messages, impart information, or direct calls to appropriate area.
- Assists in specimen processing by accessioning specimens and delivering tubes to the appropriate area.
- Centrifuges specimens and splits off specimens when required.
- Works in the Send-Out or Test Referral area. Packages specimens appropriately for transport and works with transport team for pickup and delivery of packages.
- Rotates shifts as needed.
- Distributes lab reports to the appropriate hospital area at designated intervals.
- Runs errands applicable to general operation.
- Files reports, forms and records in appropriate locations.
- Restocks supplies in all phlebotomy areas, including those in Emergency Room & Nursing Units.
- Unpacks supplies for storage in the stockroom and other areas throughout the lab.
- Keeps the floor clear and the stockroom organized.
- Maintains log of rejected specimens.
- Performs other duties as assigned by the Lab Director/ Clinical Laboratory Supervisor.

QUALIFICATION REQUIREMENTS:

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

Experience: One (1) year experience work experience in medical related field; or no experience required with appropriate certification.

License: Certified Phlebotomy Technician from an accredited Medical Institute.

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.

KNOWLEDGE:

- Must be computer literate.
- Knowledge of legal requirements pertaining to drawing blood, handling specimen samples, and the use of relevant medical equipment.
- Must demonstrate critical thinking and ability to make decision in complex situation.
- 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.

SKILLS:

- Speaking- talking to others to convey information effectively.

ABILITIES:

- Attention to Detail- job requires being careful about details and thorough in completing work tasks.
- Dependability- job requires being reliable, responsible, and dependable, and fulfilling obligations.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) 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 “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 Monday to Friday from 7:30am to 4:30pm, however facility hours are 24 hours / 7 day per week. The **Phlebotomist** 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.

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

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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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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