



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 22-035

POSITION:	<b>SURVEILLANCE COORDINATOR II</b>	OPENING DATE:	<b><u>03/04/2022</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>Continuous</u></b>
SALARY:	<b>\$41,308.80 P/A</b>		
LOCATION:	Epidemiology & Laboratory Capacity (ELC) Program Commonwealth Healthcare Corporation		

#### NATURE OF WORK

Under the direct supervision of the respective Epidemiology and Laboratory Capacity (ELC) program manager/administrator to develop and implement disease surveillance system for prevention, detection, investigation, control treatment, and follow up procedures in response to a disease outbreak, bioterrorism, or other public health events. The employee in this position will provide administrative, technical, and data oversight of the respective program areas. Adhering to CHCC and ELC program policies.

#### DUTIES:

Assist in the CHCC-ELC program planning, evaluation, and implementation which includes, but are not limited to, project objectives and activities. Within the delegated authority and the respective organizational set-up, the incumbent may be accounted for:

#### **Overall Surveillance, Detection, and Response:**

- Responsible for coordinating the collection and documentation and reporting of data from the sentinel sites, the CHCC Laboratory, along with other internal and external partners on syndromic surveillance along with Commonwealth of the Northern Mariana Islands (CNMI) National Notifiable Diseases (NNDs) or conditions which includes potential public health risks or threats to the CNMI (Saipan, Tinian, and Rota).
- Assist in enhancing investigation and outbreak response; surveillance and reporting; laboratory testing for surveillance, reporting, and response; laboratory coordination and outreach to improve efficiency targeting the CNMI population, including Tinian and Rota.

#### **Project Monitoring and Evaluation:**

- Undertakes field visits to monitor and assess project implementation while setting timeframes and reporting closely to the ELC program.

- Carry out a rigorous and transparent approach to evaluation and participate in the major project evaluation exercises in consultation with the ELC program. Ensures timely preparation of and reporting of the CHCC weekly syndromic surveillance and any reportable diseases or conditions.

**Multi-sector and Multiple-stakeholder Partnerships, Communications, and Coordination:**

- Develop and foster partnership and collaboration with internal and external partners, such as government and private agencies/businesses, private clinics, public and private schools, in order to improve the ability to collect, analyze, and disseminate quality public health data and information and to build consensus to maximize public health reach, capacity, and effectiveness on prevention, surveillance, detection, and response efforts at the population level of the CNMI including Tinian and Rota.
- Assist and coordinate across CHCC public health programs and clinical services while enhancing collaborations between CNMI epidemiology and laboratory to improve the overall health of the people in the CNMI, including Tinian and Rota.
- Assist and coordinate in preparing and implementing public health intervention strategies; health promotion strategies; public health best practices, guidelines, programs, and policy, which includes but are not limited to community outreach activities with internal and external partners before, during, and after any outbreak of communicable diseases and other public health events.
- Assist and coordinate in developing public health educational materials for healthcare providers and using other strategies in promoting awareness among CNMI healthcare providers of local and national reporting requirements and other ELC program related activities.
- Assist and coordinate in the development of a community engagement strategy, including information dissemination to the public, regarding infectious disease surveillance, prevention, education, and mitigation for communities within the CNMI, including Tinian and Rota.

**Administrative Work:**

- Assist the ELC program in developing/revising and maintaining the Standard Operating Procedures (SOPs) and other related documents of or relating to the surveillance system.
- Assist in ensuring the program infrastructure to support organizational capacity and program operations.
- Take part in the development of supportive and trusting relationships with staff in order to facilitate a cohesive and effective team.

**Data Responsibilities:**

- Explore and recommend data source enhancements, replacements and/or supplementations to address issues of data quality or limitations.
- Ensure the collection of valid and reliable program data and information from program areas and other relevant sources.
- Assist the Epidemiologist in conducting data analysis on program reporting requirements, performance and outcome measures, and impact on the CNMI population (Saipan, Tinian, and Rota).
- Assist in evaluating program data to ensure that performance indicators are being met for program areas and other relevant sources.
- Maintain and enhance data quality, surveillance, tracking, and follow-up mechanisms such as quality standardized data elements.
- Performs other related duties as assigned

**QUALIFICATION REQUIREMENTS:**

Bachelor's degree in healthcare or related field from an accredited four-year college or U.S. certified credentials evaluation document. Two (2) years experience in public health or related field; with emphasis on related work experience in administrative/records management; experience in statistical or data input experience; and experience in information gathering and preferably with good writing skills and processing skills.

**REQUIRED QUALIFICATIONS/SKILLS:**

- Knowledge of infectious diseases and moderate level of familiarity with REDCap, preferred.
- Capacity to work in stressful conditions.

- 24/7 on-call during natural or manmade disaster response and recovery activities.
- Ability to travel off-Island for required meetings and to neighboring islands for program objectives.
- Flexibility and adaptability to shifting conditions and work demands.

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.

- Capacity to communicate effectively and work collaboratively with other program managers, internal and external partners.
- Analytical and conceptual ability, negotiating, communication and advocacy skills.
- Must be able to drive and possess a current CNMI driver's license, use office equipment and competent in use of Microsoft Office software.

### **CONDITIONAL REQUIREMENTS:**

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. 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; Every effort will be made to adhere to the employee's regular work schedule. This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law; subject to funding availability through federal funds awarded to the *Epidemiology & Laboratory & Health Information Systems Capacity (ELC)* Program, not to exceed 07/31/2022.

### ***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.*

### **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.*

E-mail: [apply@chcc.health](mailto: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