



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. 22-070

POSITION: **Program Manager** OPENING DATE: **07/12/2022**
NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**
SALARY: **\$41,308.80 PA**
PAY GRADE: **07/01**
LOCATION: Non-Communicable Disease Program, Population Health Services
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Through supporting the delivery of NCDB project activities, the objectives of this position are:

1. To oversee the implementation of policy, systems, and environmental (PSE) changes at the population level in order to reduce the incidence and burden of NCDs;
2. To strengthen community partnerships and advocates for PSE changes that support sustained and improved health outcomes; and
3. To enhance and manage the implementation and evaluation of NCD PSE related projects and interventions aimed at improving population health outcomes.

DUTIES:

- Oversees all NCD PSE activities (community-based programs, policy development, systems change proposals and interventions, etc.).
- Collaborates with key government and private agencies and organizations to implement NCD PSE changes.
- Plan and implement evaluation and measurement strategies of all program activities.
- Lead the monitoring and evaluation of project performance and outcome measures; Submit final reports and feedback on measures.
- Collaborate with other programs within CHCC to reduce the burden and/or prevalence of diabetes in the CNMI through PSE changes.
- Enhances existing or develops policy for all NCD-related issues.
- Assists in the design and implementation of various NCD PSE-related surveillance methodologies to gather data that support PSE change goals and objectives.
- Serves as the liaison between NCD/CHCC and community task forces and/or coalitions.
- Prepares and submits all required progress reports to grantor agencies (i.e. CDC, World Health Organization, etc.), and supervisors.
- Coordinates preparation and submission of relevant grant applications and other NCD-related grants.
- Attends all relevant workshops and conferences.
- Performs other duties as assigned.

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.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to a Bachelor's Degree or higher from an accredited college or university, with 2 years of direct work experience in program implementation, management, and data analysis.

OTHER:

Preferred experience in community-based work, media development and project/program proposal development. hours in health education (certificates of completion provided), NCD related prevention or control trainings, and program coordination, evaluation, grant writing, and/or media campaign 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.
- Administration and Management - Knowledge of management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

SKILL:

- 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.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

ABILITY:

- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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:

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 “**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, however facility hours are 24 hours / 7 day per week. The **Program Manager** 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 *Implementing collaborative projects to reduce cancer incidence, mortality, and modifiable risk factors in the CNMI* not to exceed: 06/29/23.

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.