



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 22-148

POSITION: **Project Specialist** OPENING DATE: **09/12/2022**

NO. OF VACANCIES: **1** CLOSING DATE: **09/23/2022**

SALARY: **\$26,626.08 PA**

PAY LEVEL: **04/01**

LOCATION: **Pregnancy Risk Assessment Monitoring System (PRAMS), Maternal, Infant, Child & Adolescent Health (MICAH) Programs, Population Health Services
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

Under the general supervision of the Pregnancy Risk Assessment Monitoring System (PRAMS) Project Coordinator, the Project Specialist will assist the PRAMS program by providing technical and administrative support, upholds the quality of data processed through the surveillance system, and interacts with collaborating partners, staff, and the general public. The incumbent will manage survey data and methods of delivery, access confidential information, utilize multiple database systems and software, prepare reports and documents, and operate the telephone system to conduct phone interviews. The positions duties and responsibilities are designed to support the PRAMS program in efficiently implementing the surveillance system, and meet project goals and deliverables.

DUTIES:

- Assists in enhancing system changes that support program or project implementation.
- Conduct research and gather evidence or data to support the implementation of system changes aimed towards improving the health of women and children.
- Produce documentation of the questionnaire development process, data collection methods, sampling designs.
- Work with databases to input results from surveys and other data sources.
- Assists in editing and correcting data files on PRAMS software, as necessary.
- Maintains security and confidentiality of PRAMS data to uphold the highest quality standards for data.
- Prepares mailings, such as letters and packets, and conducts verification checks.
- Conduct data collection by completing the questionnaire with respondent over the phone.
- Maintain consistency and fairness in conducting telephone interviews.
- Ensure data collected is done so limiting interviewer bias.
- Maintains a schedule of program activities including mailings, telephone calls, etc.
- Performs administrative and clerical duties in support of the program, and follows up on special projects and assignments.
- Prepare incentives/ rewards to issue to participants.
- Develop, build, and maintain partnerships with both internal and external stakeholders.
- Gather, develop, and edit resource materials appropriate for program projects.
- Monitor and evaluate project performance and outcome measures; provide reports and feedback on measures.
- 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.

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:

Education: Any combination equivalent to graduation from a recognized college or university with an Associate's Degree in public health and/or related field.

Experience: At least two (2) years of experience in data management, project development, community collaboration, and/or outreach.

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

KNOWLEDGE, SKILL & ABILITY:

- Knowledge in using Microsoft Word, Excel, PowerPoint.
- Knowledge in creating program related social media campaigns/posts.
- Skills in demonstrating sensitivity to the effects of culture and ethnic background on health issues.
- Ability to work independently as well as to function effectively and collaboratively in a team environment.
- 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.
- Clerical – knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- 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.
- 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.
- Speaking — talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Service Orientation — actively looking for ways to help people.
- Technology – experience or willingness to learn the use of electronic health record and Microsoft Office software.
- Attention to Detail — job requires being careful about detail and thorough in completing work tasks.
- 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.
- Concern for Others — job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- 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 “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 **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 *CNMI PRAMS* not to exceed 04/30/2023.

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.*