



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 22-151

POSITION: **Program Assistant** OPENING DATE: **09/19/2022**
NO. OF VACANCIES: **1** CLOSING DATE: **09/30/2022**
SALARY: **\$22,998.56 P/A**
PAY GRADE: **03/01**
The salary given will be determined by the qualifications of the appointee.
LOCATION: Immunization Program, Population Health Services
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the Immunization Coordinator, the incumbent will work to support activities to promote the implementation of program workplan activities aimed at expanding vaccination coverage within the CNMI population. This position provides logistical support, maintains inventory of clinical supplies, and supports the program in the transport and safe handling of vaccine products. Work may require evening or weekend hours.

DUTIES:

Administrative Support

1. Serve as liaison between assigned area and various internal and external parties for the purpose of providing excellent customer service and representing the immunization program in a professional manner.
2. Attend meeting and/or trainings for the purpose of increasing professional knowledge and conveying and/or gathering information required to perform functions.
3. Develop printed and electronic material for the purpose of documenting activities, providing written support and/or conveying information.
4. Inform program personnel regarding a variety of procedures and program requirements for the purpose of providing accurate information and policies.
5. Maintain a wide variety of (including confidential) manual and electronic materials (i.e. documents, files, calendars, administrative and financial records, program records, resource materials, reports, patient data, budget data, staff information, maintenance data, etc.).
6. Manage administrative activities for the purpose of ensuring compliance with administrative requirements and confidentiality policies.
7. Perform record keeping and clerical functions (i.e. scheduling, copying, instructional materials, filing, developing reports, processing employee time cards, documenting equipment/asset inventory, etc.).

Operational Support

1. Conducts patient check-in or registration for vaccination visits.
2. Properly documents vaccine recipient's demographic information and vaccination information into the CNMI IIS and the CHCC EHR system.
3. Maintains the CHCC Immunization Program Email account and responds to patient inquiries as needed.
4. Processes requests for school health certificates and immunization records.
5. Assists with scheduling appointments, patient reminder calls, and reminder/recall activities to support the CHCC goals for improving vaccine coverage in the CNMI.

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.

6. Assists in the set up and break down of logistics supplies and equipment during outreach and mobile vaccination events
7. Assists the Vaccine Specialist in the safe handling and transport of vaccine products
8. Assists the Vaccine Specialist in maintaining and proper disposal of wasted vaccine doses, including but not limited to: proper storage, inventory and reporting, and disposal that is done in coordination with the facilities department.
9. Assists in vaccine product delivery to vaccine provider locations, as needed.
10. Assists with retrieving patient encounter forms and other related program documentation.
11. Assists in the response to vaccine temperature excursion events, as needed.
12. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: High School Diploma or equivalent certification of basic adult education accomplishment.

Experience: At least three (3) years of related work experience in providing administrative or operational support.

LICENSES/ CERTIFICATIONS: None.

KNOWLEDGE/ SKILL/ ABILITIES:

- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, 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.

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 Monday to Friday from 7:30am to 4:30pm, however facility hours are 24 hours / 7 day per week. The **Program Assistant** 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 CHCC Immunization & VFC Program* not to exceed 09/30/2022.

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.

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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

Rev.09/19/22 src