



# 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. 22-118

POSITION: **Program Coordinator** OPENING DATE: **10/04/2022**

NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**

SALARY: **\$35,682.40 P/A**

PAY GRADE: **06/01**

LOCATION: **Immunization Program, Population Health Services  
Commonwealth Healthcare Corporation, Saipan**

#### NATURE OF WORK:

Under the direct supervision of the Program Manager, the employee in this position will work closely with the Program Manager to prepare comprehensive action plans, including resources, timeframes, and budgets for projects. This position will be responsible for projects pertaining to the CNMI Immunization Information Systems (IIS), WebIz, and will oversee the day-to-day activities as outlined.

#### DUTIES:

Within the delegated authority and the respective organizational set-up, the incumbent may be accounted for:

##### 1. *Coordination*

- Provide administrative and operations oversight and support to staff.
- Prepare annual budget, monitor expenses and ensures funds are allocated properly.
- Oversee implementation of all program/project activities including staff hiring, training and performance evaluations, work schedules, assignments, outreach and continuous quality improvement (CQI) efforts.
- Ensure compliance with program policies and applicable regulatory requirements for all services provided by the program.
- Work with staff to plan outreach and education activities.
- Develop and support the implementation of training plans for program/project staff and participants.
- Participate as a member of the agency management team to develop, implement and evaluate agency policies, procedures and operation, and chairs staff meetings.
- Participates in staffing decisions including recruitment, hiring, promotion, training, performance evaluations, workload scheduling, retention of assigned personnel, disciplinary problems and other employee relations problems.
- Recommend revisions to organization chart, job descriptions, and personnel justifications.
- Develop approved program budget in consultation with the unit coordinators, MICA Programs Administrator, Director of Population Health Services, Chief Financial Officer, and Chief Executive Officer.

##### 2. *Monitoring/Evaluation*

- Monitor program activities to prevent program fraud by overseeing the monitoring Quality activities to ensure all alleged program abuse are investigated and resolved.

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- Monitor and assess the quality and appropriateness of the immunization data by reviewing reports/audits management evaluations.
  - Evaluate program effectiveness and services through Management Evaluation reports and other appropriate resources through CQI, to ensure optimal delivery of services.
  - Utilize program monitoring reviews to identify areas that need improvement.
  - Utilize available data and reports to evaluate the success of the program.
  - Review client surveys to improve client services.
3. **Reporting**
- Completes monthly and other related formal and informal reports.
  - Submits written and oral reports pursuant to program requirements.
4. **Funding**
- Oversee and participate in the preparation, review and submission of the annual Continuation Application Reports, prepares budgets, and other required reports to CHCC and federal grantors.
  - Monitor spend down activities and ensure proper filing mechanisms are in place for proper documentation and record keeping.
  - Develop requests for redirection and other prior approval authorization requests to ensure that local immunization needs are being met by the funding mechanisms available to the program.
5. **Other**
- Perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills
  - Perform other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education:** Any combination equivalent to a Bachelor’s degree from a US accredited college or university in Public Health, Information Technology, Administration, or Human Resources.

**Experience:** At least two (2) years of direct work experience in program or project coordination, implementation, management, or data analysis.

**KNOWLEDGE, SKILL & ABILITY:**

- **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.

**OTHER:**

**Preferred experience and/or qualifications.**

- Knowledge of performance management (PM) model and continuous quality improvement (CQI) methods in a public health setting.
- Skills in applying written and oral communication skills. Effective communication, writing and presentation skills.
- Skills in building partnerships and/or coalitions.
- Ability to work as a member of a team.
- Ability to adapt to changing environments.

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**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 **Program Coordinator** 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 *CDC-RFA-IP19-1901 Immunization and Vaccines for Children*, not to exceed 06/30/2023.

**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](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

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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.*