



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 22-181

POSITION: **Physical Therapy Technician**      OPENING DATE: **10/28/2022**  
NO. OF VACANCIES: **1**      CLOSING DATE: **Continuous**  
SALARY: **\$22,998.56 P/A**  
PAY GRADE: **03/01**  
LOCATION: Physical Therapy Department,  
Commonwealth Healthcare Corporation, Saipan

#### **NATURE OF WORK:**

Under the general supervision of the Physical Therapy Manager, the Physical Therapy Technician is responsible for rendering assistance in the implementation of prescribed therapy program for patients in the Commonwealth Health Center, Commonwealth Healthcare Corporation.

#### **DUTIES:**

- Treats patients according to program designed by Physical Therapist, under the direct supervision of a licensed physical therapist.
- Administers whirlpool treatments for patient who have been evaluated by a therapist.
- Cleans whirlpools according to procedure outlined in policy and procedure manual.
- Maintains the therapy department in an orderly fashion.
- Changes linens on treatment tables after each patient's use.
- Transport patients to and from therapy if necessary.
- Communicates with therapists and nursing staff concerning patient care.
- Interacts courteously with patients and families.
- Inventories supplies used in daily therapy operations and re-orders supplies as needed.
- Monitors and records temperature of therapy equipment.
- Maintains adequate linen supply and communicates with laundry when linen is needed.
- Keeps all information regarding patients strictly confidential.
- Receives, completes, and records Physical Therapy referrals
- Schedules patients after consulting with Physical Therapist
- Files patient's charts, correspondence, and other related documents and other correspondence
- Bills inpatients and outpatients
- Send in and outpatient bills to cashier and admissions
- Complete Monthly Statistics
- Makes photocopies of exercise program and other information as needed
- Follow up on purchase orders
- Answers phone in an appropriate and professional manner
- Assist patient treatment as needed
- Upkeep of office equipment
- Performs other related duties as assigned.

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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:** Graduation from High School, General Education Development (GED), or Advance Development Institute (ADI).

**Experience:** Two (2) years experience in physical therapy work.

**Other:** None.

**Licenses/ Certifications:** None.

### **Knowledge/ Skill/ Abilities:**

Knowledge of the technical procedures and modalities of physical therapy. Knowledge of the operation and use of physical therapy equipment. Ability to conduct physical therapy demonstrating programs. Must be sympathetic and sensitive to the needs and feelings of the clients. Ability to work harmoniously and effectively with coworkers, clients and their families. Ability to communicate effectively.

## **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 **Physical Therapy Technician** 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.

### **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

Rev. 10/28/2022 src

**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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