



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

*\*Re-Announcement\**

### **EXAMINATION ANNOUNCEMENT NO. 22-173**

POSITION:	<b>Surveillance Coordinator (Public Health Emergency Disease)</b>	OPENING DATE:	<b><u>11/15/2022</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>11/30/2022</u></b>
SALARY:	<b>\$35,682.40 PA</b>		
PAY LEVEL:	<b>06/01</b>		
LOCATION:	Public Health Emergency Preparedness Program, Commonwealth Healthcare Corporation, Saipan		

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

Under the direction and supervision of the Preparedness Director, and Team Lead, the Emergency Preparedness Infectious Disease Surveillance Coordinator, work duties include assisting with the development and implementation of ESF-8 related to all infectious disease emergency management and plans, development of policies/procedures regarding all Public Health ESF-8 functions in response to infectious disease surveillance, and response. Employee is expected to provide support during public health emergency response operations in all hazard emergencies. This may include response, recovery, or continuity of operations activities. A change in shift, location, and/or supervisor may be required during response operations.

#### **DUTIES & RESPONSIBILITIES:**

- Coordinate the public health emergency response surveillance unit.
- Assesses health, safety, and environmental hazards during emergencies and recommends to official measures for the protection of the public, protection of emergency worker and the containment, collection, mitigation, and removal of contaminants release into the environment.
- Represents the Department at scheduled related meetings. Workshops, seminars, and training as assigned.
- Participates on the committees, advisory groups, and commissions dealing with emergency response program issues.
- Oversees and conducts health, safety, and security, training as assigned.
- Researches and recommends the purchase of supplies, equipment, and protective devices related to the emergency response program.
- Assists in maintaining appropriate liaison with federal, state, country, and local response agencies.
- Provides information to facility operators, consultants, special interest groups, federal officials and the public regarding Departmental functions, rules, regulations, policies, and procedures, regarding all hazard reporting, mitigation measures, and other activities.
- Prepares letters, reports, memoranda and correspondence with collaborating partners to exchange information and to explain Departmental actions.
- Establishes and maintains effective working relationships with state emergency management agency officials, local police officials, public, and volunteer fire department officials, local government officials and other individuals involved in responding to and managing emergency situations to exchange information, promote cooperation, seek assistance, establish lines of authority, and ensure disasters are handled in a timely and efficient manner.
- 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:** Bachelor's degree in healthcare or related field from an accredited college.

**Experience:** Two (2) years work related experience in public health or related field with an emphasis on related work experience in administrative/records management; experience in statistical or data input experience in information gathering and preferably with good writing skills and processing skills.

**Licenses/Certification:** None.

## **KNOWLEDGE:**

- Proficiency with use of computers (desktop, laptop, tablet).

## **SKILLS:**

- Must have strong verbal and written communication skills, including active listening.
- Excellent attention to detail.

## **ABILITIES:**

- Ability to interact in an empathetic and non-judgmental manner with culturally diverse populations and persons experiencing a wide range of social conditions.
- Critical thinking and problem-solving skills, and the ability to use sound judgment in responding to client issues and social concerns.
- Ability to read and write in English.
- Ability to adapt to changing environments and receive constructive feedback.
- Ability to use discretion, maintain confidentiality and ethical conduct.
- Ability to work effectively with all levels of staff, establishing and maintaining collaborative professional relationships.
- Strong time management skills (organization, prioritization, multitasking).
- Ability to work independently and as part of a multidisciplinary team.

## **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 **Surveillance Coordinator (Public Health Emergency Disease)** 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 *Public Health Emergency Preparedness* 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.*

---

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.

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St., Garapan, 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

11/15/22 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.*