



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 22-188

POSITION:	<b>Patient Navigator II (Non-Communicable Disease Programs)</b>	OPENING DATE:	<b><u>11/16/2022</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>12/01/2022</u></b>
SALARY:	<b>\$26,626.08 - \$32,364.80 PA</b>		
PAY LEVEL:	<b>04/01 – 04/05</b>		
LOCATION:	Non-Communicable Disease Programs, Population Health Services, Commonwealth Healthcare Corporation, Tinian		

#### NATURE OF WORK:

Under the general direction of the Non-Communicable Disease Program Administrator, the Patient Navigator is responsible for providing field-based case management for patients with non-communicable diseases. The employee will be committed to removing barriers for patients/clients to seek and receive care, treatment and/or services. The employee will empower and provide guidance to patients/clients with NCD's.

#### DUTIES & RESPONSIBILITIES:

- Establishes close relationships with and serves as a point of contact for clients/patients.
- Participate in care transition meetings to help facilitate patient care on a case-by-case basis for inpatients and outpatients.
- Observe, assess, and report patient/client care on a case-by-case basis with providers and/or support staff
- Be abreast of patient rights and regulations.
- Identify resources for patients/clients to overcome barriers to care or prevention programs.
- Keep abreast of any services offered by programs throughout the CNMI, regionally, and nationally
- Maintain strict confidentiality in accordance with CHCC policies and procedures.
- May provide guidance to patients/clients seeking preventive care services, such as nutritional classes or tobacco cessation.
- Implement strategies to empower patients to manage chronic disease to improve health outcomes.
- Develop, manage and evaluate patient navigation protocols within CHCC.
- Assists patients in understanding their diagnosis, treatment options, and resources available.
- Serves as essential link between patients and care providers when needed.
- Coordinates and develops patient/client summaries for patient care teams.
- Delivers quarterly reports to supervisors and care team.
- Has good communication and interpersonal skills and ability to speak clearly to clients.
- Helps patients/clients set appointments and follows up on results.
- Collaborates with staff to develop culturally competent material to aid patients/clients.
- Maintain documentation of all client encounters that are relevant to secondary and tertiary prevention.
- Attends and represents the CHCC at professional conferences, in-service training, and meetings at the request of or with the approval of supervisor.
- Must be able to work with individuals of different ages, backgrounds, and genders.
- Must be able to travel.
- Other 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:** Any combination equivalent to graduation from an accredited college or university an AA in health or a related field.

**Experience:** At least one (1) years experience working with clients, providing counseling, teaching, nursing, or human services assistance to community or in a clinical setting. Must have an understanding of Non-Communicable Diseases and risk factors.

**Licenses/Certification:** None.

## **KNOWLEDGE/ SKILL/ ABILITIES:**

- Ability to work independently, make sensitive and complex management decisions.
- Skills in empowering patients/clients' community engagement and community partnership building.
- Must be able to work with multi-agencies, have good time management and writing skills, proficient typing and Microsoft Office programs skills, is competent in preparing reports, able to attend regional and national meetings, and fluent in English.
- Must have a valid CNMI driver's license.
- Preferred skills: Motivation interviewing skills and case management

## **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 **Patient Navigator (Non-Communicable Disease Programs)** 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 Community Health Workers Project* not to exceed 08/30/2023.

### ***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

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

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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.*

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