



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

Re-Announcement

EXAMINATION ANNOUNCEMENT NO. 22-147

POSITION: **Field Staff** OPENING DATE: **11/17/2022**

NO. OF VACANCIES: **1** CLOSING DATE: **12/02/2022**

SALARY: **\$25,357.28 P/A**

LOCATION: Medical Referral Services, Guam Office
Commonwealth Healthcare Corporation, Guam

NATURE OF WORK:

Under the general supervision of the Medical Referral Coordinator/Officer-In-Charge, the employee in this position performs as a driver for miscellaneous field work; transporting patients and escorts for their medical appointment and treatment, assists patients and escorts with their official needs/requirements. Other related duties and responsibilities for the Medical Referral Guam Office, Commonwealth Healthcare Corporation.

DUTIES:

- Meets patients and escorts to assist on their transfer and makes sure that the transfer is safe and timely.
- Assists patients and escorts in their official needs/requirements.
- Makes ambulance and airline arrangement when needed.
- Makes arrangements for ground transportation for all out-patients and family escorts to health and/or hospital facilities for necessary treatment.
- Makes appointments for referral patients.
- Prepares travel documents as required.
- Acts as interpreter for patients and doctors.
- Maintains the medical referral vehicle(s).
- Submits report on fuel usage and mileage readings of assigned vehicle(s) to office.
- Must work on-call as scheduled and be available when assistance is needed.
- Assists in the office with administrative matters when needed.
- Performs other related duties and responsibilities as assigned.

QUALIFICATION REQUIREMENTS:

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

Experience: Three (3) years of non-emergency medical transportation driving experience or professional related experience.

Licenses/ Certifications: Must have a valid Driver's License.

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.

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 **Field Staff** 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

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.