



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

*\*Re-Announcement\**

### EXAMINATION ANNOUNCEMENT NO. 23-130

POSITION: **Immunization Nurse** OPENING DATE: **02/08/2023**

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

SALARY: **\$46,155.20 P/A**

PAY GRADE: **UNGRADED**

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

#### NATURE OF WORK:

This position is located under the Maternal, Infant, Child, Adolescent Health (MICAH) Immunization Program under Population Health Services, Commonwealth Healthcare Corporation; the incumbent in this position will have a direct reporting relationship to the Director of Nursing Services. This position will be responsible for overseeing the clinical components of the immunization services offered through the CHCC Immunization Clinic and will be involved in the coordinating vaccination outreach events, mobile vaccination services, training program staff and partners on vaccine recommendations, and will serve as the CHCC Perinatal Hepatitis B prevention coordinator. The incumbent in this position will function as part of the immunization program team with duties and responsibilities contributing to the overall CHCC goal for reducing morbidity and mortality, improving health outcomes by working to improve vaccination coverage throughout the CNMI.

#### DUTIES:

- Conducts nurse-client interviews and nursing diagnosis, identifying priority client needs
- Demonstrate good character and behavior which assures the provision of safe care and services
- Assumes responsibility in ensuring the environment is risks free for clients and employees
- Delivers skilled practical nursing care and participate in the delivery, monitoring, planning and evaluation of individualized patient care in relevant areas of practice
- Provides nursing interventions such as health teaching, medication teaching, lifestyle counselling, coping enhancement and anxiety reduction
- Provides nursing therapeutics such as medication administration, dressing changes and irrigations
- Provides information, resources, and or personnel assist to clients
- Conducts unit in-services to upgrade staff's nursing knowledge and clinical skills on an ongoing basis, including vaccine administration and vaccine preventable diseases.
- Administers VFC and 317 funded vaccines, provides vaccine information statements, and enters information into patient electronic health record and WebIZ system.
- Works with hospital, health and vital statistics office, CHCC Women's Clinic, HIV/STD program and other relevant public health staff to coordinate activities and data collection for Perinatal Hepatitis B Prevention.
- Maintains, updates, and implements policies on Perinatal Hepatitis B.
- Conducts follow-up on all infants born to HBsAg positive women to assure prophylaxis, timely dosing, and PVST, and complete required reports including the Perinatal Hepatitis B annual report in the CDC PAPA system.

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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.

- Anticipates procedures requirements based on knowledge of the plan of treatment and on condition of clients
- Promotes physical comfort and safety
- Reports and records data required for hospital, client and nursing care records and statistics
- Sets up for minor surgery, following the rules of aseptic technique and the established procedure for handling instruments.
- Follows physician's prescriptions as to administration of medication and other therapeutic procedures.
- Ensures emergency equipment is available and ready for use.
- Sends damaged equipment for repair and alerts other team members
- Assists other team members and/or nurses as required.
- Directs and teaches team members who participate in client care
- Conducts crash cart inspections, daily in-stock inventory, environmental rounds and defibrillator inspections as assigned
- Participates in hospital and nursing in-service education programs
- Requests charts and updates pertinent data on client's files in accordance to department recording and reporting procedures.
- Collaborates with other team members for adequate coverage of the unit
- Be able to prioritize a constantly changing workload along with meeting patients' demand ensuring both the clinical and safety of patients are not compromised.
- Able to float to other units as assigned to perform basic nursing duties such as taking vital signs and assisting physicians
- Performs other duties as assigned

#### **QUALIFICATION REQUIREMENTS:**

**Education:** Associates degree in Nursing from a recognized/accredited school of Nursing or foreign equivalent.

**Experience:** No experience required.

**Licensure/ Certification:** Must pass the NCLEX- RN and must be licensed as a Registered Nurse by the Commonwealth Board of Nurse Examiners (CBNE) to practice nursing in the Commonwealth of the Northern Mariana Islands (CNMI). Must possess BLS and/or ACLS Certificates.

#### **KNOWLEDGE, SKILL & ABILITY:**

- Ability to communicate openly and effectively with members of the health care team, patient's family members and patients; must be organized; knowledge of basic computer skills preferred but not required.
- Database administration, including user account maintenance, creating custom objects, running reports, and troubleshooting problems.
- Strong communications skills with demonstrated experience presenting data cross-functionally.
- Proven team player, delivery-focused, yet flexible and creative when called upon.
- Work collaboratively with staff to determine what data are necessary to measure outcomes critical to the organization and how the data should be reviewed, analyzed, and acted upon on a regular basis.
- Be proactive, always thinking of new ways to implement data systems throughout the organization.
- Maintain professional behavior and act as a role model both at the work site and in the community.
- Consider all points of view and works toward decisions that reflect the greater good of the organization.
- Understands the organization and its programs to manage outcomes.
- Attention to Detail — job requires being careful about detail and thorough in completing work tasks.
- Dependability — job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others — job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

### **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 “**Exempt**” or is not 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 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

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

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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.*