



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

*\*Re-Announcement\**

### EXAMINATION ANNOUNCEMENT NO. 23-077

POSITION: **MCM/SNS Specialist** OPENING DATE: **05/11/2023**  
(Medical Counter Measures/Strategic National Stockpile)  
NO. OF VACANCIES: **1** CLOSING DATE: **05/31/2023**  
SALARY: **\$30,823.52 P/A**  
PAY LEVEL: **05/01**  
*The salary given will be determined by the qualifications of the appointee.*  
LOCATION: Public Health Emergency Preparedness Program (PHEPP),  
Commonwealth Healthcare Corporation, Saipan

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

Under the direction and supervision of the Preparedness Director, and working closely with the Public Health Emergency Preparedness Program (PHEPP) Program Coordinator, Planner and Medical Counter Measures (MCM) Coordinator for management and coordination of the Medical Counter Measures/Strategic National Stockpile (MCM/SNS) initiatives, such as planning for distribution of medical counter measures to health department based upon epidemiological data analysis; assist with management of all aspects of the territorial MCM/SNS activities, including monitoring; and managing the CHEMPACK nerve agent antidote program.

#### **DUTIES:**

- Manage the collection, entry, and maintenance of MCM data including plans, contacts, equipment, contracts, Memorandums of Understanding (MOU), and relative state & federal data bases.
- Obtain and analyze data for the MCM Operations Readiness Review Reporting and Tracking System. This may include a jurisdictional data sheet, point of dispensing information dispensing and distribution plans, facility setup drill documentation, staff notification, assembly drill data, and site activation exercise data.
- Assess, develop, maintain and update the MCM/SNS plan.
- Maintain and update Open and Closed Point of Dispensing (POD) plans and interact with stakeholders on planning updates.
- Maintain and update other MCM planning documents.
- Interact with the Local Planning Department for Geographic Information System (GIS) support
- Support PHEP, including MCM, with planning, training, and exercises.
- Provide support for the PHEP and MCM program's on-site operations.
- Assess in developing a life cycle management plan and inventory system for pre-purchased or acquired PHEP materials, supplies, and equipment.
- Operates program vehicles and equipment.
- Utilize radio and other equipment to communicate during emergency and daily operations.
- Support the disaster and emergency response efforts.
- Supports Emergency Operations Center (EOC) operations as assigned by the Preparedness Director.
- Supports Public Health and Healthcare Preparedness initiatives and activities.
- 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:** Any combination equivalent to graduation from a recognized college or university with an Associate's degree in related field.

**Experience:** Three (3) years of experience in emergency management and basic knowledge of Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) doctrine.

**Licenses/Certifications:** Must be able to meet all requirements on FEMA Incident Command System (ICS) 100, 200, 300, 400, 700, and 800.

## **KNOWLEDGE/SKILL/ABILITY:**

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.

Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

## **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 “**Non-Exempt**” 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. 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 PHEP Program*, 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.

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*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.*