



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 23-162

POSITION: **Administrative Clerk** OPENING DATE: **11/07/2023**
NO. OF VACANCIES: **1** CLOSING DATE: **11/21/2023**
SALARY: **\$17,160.00 – \$20,860.32 P/A**
PAY LEVEL: **01/01 – 01/05**
The salary given will be determined by the qualifications of the appointee.
LOCATION: **Pregnancy Risk Assessment Monitoring System (PRAMS) Program, Public Health Services, Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK

Under the general supervision of the Pregnancy Risk Assessment Monitoring System (PRAMS) Project Coordinator, the Program Assistant will assist in administrative and programmatic activities aligned with the program workplan. The incumbent will manage survey data and promote methods of delivery, access confidential information, utilize multiple database systems and software, prepare documents, and operate the telephone system to conduct phone interviews. The positions duties and responsibilities are designed to support the PRAMS program in efficiently implementing the surveillance system, and meet project goals and deliverables.

DUTIES:

- Assists in enhancing system changes that support program or project implementation.
- Manage administrative activities for the purpose of ensuring compliance with administrative requirements and confidentiality policies.
- Attend meeting and/or trainings for the purpose of increasing professional knowledge and conveying and/or gathering information required to perform functions.
- Maintain a wide variety of (including confidential) manual and electronic materials (i.e. documents, files, calendars, administrative and financial records, program records, resource materials, reports, participant data, budget data, maintenance data, etc.).
- Maintains a schedule of program activities including mailings, telephone calls, etc.
- Performs administrative and clerical duties in support of the program (i.e. scheduling, copying, instructional materials, filing, reports, documenting equipment/asset inventory, etc.), and follows up on special projects and assignments.
- Prepare incentives/ rewards to issue to participants.
- Work with databases to input results from surveys and other data sources.
- Maintains security and confidentiality of PRAMS data to uphold the highest quality standards for data.
- Prepares mailings, such as letters and packets, and conducts verification checks.
- Conduct data collection by completing the questionnaire with respondent over the phone.
- Maintain consistency and fairness in conducting telephone interviews.
- Develop, build, and maintain partnerships with both internal and external stakeholders.
- Organizes PRAMS Steering Committee Meetings, including preparing agenda and invitation letters, meeting minutes, documenting and maintaining records/files of Steering Committee activities.
- Attend workshops, conferences, meetings, and other related seminars as identified by the supervisor.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduation from High School, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE).

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.

Experience: Plus, one (1) year experience in providing administrative or operational support.

Other: Ability to work independently as well as to function effectively and collaboratively in a team environment. Skills in demonstrating sensitivity to the effects of culture and ethnic background on health issues. Knowledge in using Microsoft Word, Excel, PowerPoint. Knowledge in creating program related social media campaigns/posts.

KNOWLEDGE/ SKILL/ ABILITIES:

- 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.
- Clerical – knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- 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.
- Organizational Skills – Able to complete tasks in a timely manner to meet program outcomes.
- Speaking — talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Technology – experience or willingness to learn the use of electronic health record and Microsoft Office software.
- Attention to Detail — job requires being careful about detail and thorough in completing work tasks.
- 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.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening 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 CHCC PRAMS Program not to exceed 04/30/2024.

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
Direct Line: (670) 236-8205/8210/8729/8202
Trunk Line: (670) 234-8950 ext. 3583/3427/3443/3416
Fax Line: (670) 233-8756
11/07/2023 rus

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.

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.