



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

Re-Announcement

EXAMINATION ANNOUNCEMENT NO. 24-046

POSITION:	Health Promotions Specialist	OPENING DATE:	<u>03/22/2024</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>04/08/2024</u>
SALARY:	\$30,823.52 P/A		
PAY LEVEL:	05/01		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Non-Communicable Disease Program, Population Health Services, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

Under the direct supervision of the Program Manager II and general supervision of the Program Administrator the incumbent is responsible for the overall health education, promotion and community awareness. Creates and designs educational material on Non-Communicable Diseases (NCD). To include conducting educational presentations on NCD and its risk factors, planning, and development of media campaigns for target populations and being a certified health education facilitator. This position is located under the Population Health Services (PHS).

DUTIES:

Health Education and Community Awareness

- Provides relevant health education and information to Commonwealth Healthcare Corporation (CHCC), partner agencies, and community members.
- Develops community awareness materials for prevention efforts, early screening, survivorship and messages specific to the program's needs.
- Directs community members to the appropriate services.
- Able to work flexible hours at community sites and events; including evenings, weekends, and holidays.

Multimedia Development

- Conducts focus groups, community readiness assessments and other qualitative surveys to gauge knowledge, perception, and readiness of community to address NCD's.
- Utilizes information gathered to strategically develop targeted messaging and identify mediums.
- Tests content with community members.
- Assists with strategic planning to couple message and interventions for Population Health Services.

Data Entry and Documentation

- Document all requests for presentations and outreach events.
- Update and maintain reporting and outreach database.
- Maintain plans, notes, appropriate forms, or related information.
- Assist in the evaluation process of presentations.

Partnerships

- Works closely with internal partners and medical providers to help achieve goals and objectives.
- Work with partners and stakeholders to identify the particular health care needs of target individuals of a target area.
- Advocate for individual or community health needs with government agencies or health service providers.

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.

Professional Development

- Participates in professional development, meetings, training, and conferences pertinent to Population Health Services and CHCC.
- Works to coordinate in-service presentation and other health training related for partners and stakeholders.
- Stays abreast with health promotional methods and strategies.

Other

- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to graduation from an accredited college or university with a Bachelor's degree in health education, health promotions, communications, or related field.

Experience: One (1) year of experience in health education and/or related field.

Other: Preferred experience in community-based work, media development and project/program proposal development. hours in health education (certificates of completion provided), NCD related prevention or control trainings, and program coordination, evaluation, grant writing, and/or media campaign development.

KNOWLEDGE/SKILL/ABILITY:

- 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.
- Rules of effective English usage; spelling, punctuation and grammar.
- Common software application such as Microsoft Office, Excel, PowerPoint.
- Media development use of application such as Adobe Photoshop, Canva.
- Understanding of NCD's and related risk factors.
- 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.
- Able to complete tasks in a timely manner to meet program outcomes.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Actively engage and audience and relay clear and precise information.
- Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher.
- Talking to different size of groups to convey information effectively.
- Communicating effectively in writing as appropriate for the needs of the target audience.
- Self- starter while working well in a strong team environment.
- Cultural competency and the ability to communicate effectively in a culturally sensitive manner with both individuals and groups from diverse backgrounds.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.
- Research and critically review information.
- Work professionally with people from a wide variety of cultural and socio-economic backgrounds.
- Establish and maintain effective working relationships with coworkers and others.
- Collaborate with others and work effectively in a team environment.
- Examine, summarize, and effectively present on data, projects, and ideas.
- Work independently with minimum supervision while prioritizing workloads to meet deadlines.
- Take initiative to plan and complete assigned work with a high level of accuracy.
- Manage multiple tasks and projects to meet deadlines.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Plan projects and implement operational strategies.

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 Prevention and Control of Chronic Disease and Associated Risk Factors and CNMI CHCC Cancer Program – Non-Communicable Disease Program, Population Health Services* not to exceed 03/28/2024 and 06/29/2024.

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. 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.*