



# Commonwealth Healthcare Corporation

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



## **HUMAN RESOURCES** **EXAMINATION ANNOUNCEMENT NO. 24-072**

POSITION: **PHARMACY TECHNICIAN** OPENING DATE: **04/11/2024**

NO. OF VACANCIES: **2** CLOSING DATE: **05/02/2024**

SALARY: **\$15.02 P/H**

*The salary given will be determined by the qualifications of the appointee.*

LOCATION: **Commonwealth Health Center, Saipan**  
**Commonwealth Healthcare Corporation**

### **DUTIES:**

Inventory, requisition, receive and store supplies from materials management supply rooms needed for daily departmental operations. Prepare unit dose and unit of use containers for use in dispensing inpatient and outpatient medications. Maintain the Pharmacy Night Cabinet stock levels by checking and replacing used stock, replacing expired stock as it occurs, and updating a current listing of the night cabinet as changes in inventory are made. Recommend night cabinet updates and changes to the pharmacist as utilization patterns change. Receive outpatient clinic prescriptions, enters prescriptions into pharmacy record systems, prepares prescriptions for pharmacist verification. Maintain all records and forms associated to medication dispensing to the Hemodialysis Clinic. Complete monthly assigned unit and code cart inspections. Ensure that pharmacy areas are kept clean, neat, well stocked, and well organized. Accurately prices, and records all departmental patient and unit billable goods and services. Deliver billing records to the appropriate personnel. Resolve billing questions and discrepancies with appropriate personnel. Maintain all billing record and submit monthly to the Pharmacy Manager for inclusion in the departmental monthly report. Assist in the training, orientation, and the smooth coordination of duties of the departments Pharmacy Aide and Pharmacy Assistant positions. Act as controlled substances distribution technician as needed. Order, receive and log controlled substances from pharmacy stockroom. Distribute and collect the CSDR from the nursing wards daily. Perform billing and determines quantities of controlled substances to send to the nursing units daily. Restock medication carts for the operating and emergency departments as required. Must comply with all applicable health center and government policies, procedures, codes, and standards. Aseptically compounds and prepares all departmental sterile products with the exception of chemotherapeutic agents, which shall only be prepared by the staff pharmacist. Prepare, using good manufacturing technique, all unit-dose packaged medications. Accurately prepare all labels for intravenous admixtures and unit packaging. Prepare medications requiring compounding under the direct supervision of the staff pharmacist. Prepare and deliver ward medication floor stock requisitions. Receive and process physicians' orders under the supervision of the staff pharmacist. Work under the direct supervision of a registered pharmacist. Participate in pharmacy orientation programs, training programs for pharmacy supportive personnel, pharmacy staff meetings, and in service education programs. Attend and participate in other programs, committees, meetings and functions required by the hospital or the pharmacy. Safety and infection control is the responsibility of all employees. Must report unsafe and unsanitary practices and conditions to a supervisor. Promptly and accurately complete job-related tasks assigned by the Staff Pharmacist. Perform other related duties as assigned by the Pharmacy Manager.

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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:**

High School/GED and two years of experience in compounding and dispensing prescriptions in a hospital pharmacy. Must be registered as a Pharmacy Technician with the CNMI Health Care Professions Licensing Board (HCPLB).

### **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 temporary, Full-Time employment status at 40 hours per week with a shift schedule of ten hours per day, Monday through Sunday with flexible day(s) off per week. Employment start date will begin on September 16, 2024 through September 15, 2027. It is "**NON-EXEMPT**" and is eligible for overtime pay at "rate x 1.5 per hour" after completing a 40-hour work week per week for this position. 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."*
- *Transportation and Subsistence 20 CFR 655, Subpart E: "If the worker completes 50 percent of the work contract period, the employer will provide, reimburse, or advance payment for the worker's transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for the worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved."*

**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.

### **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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CW-1 Application for Temporary Employment Certification  
Form ETA-9142C  
U.S. Department of Labor



**IMPORTANT:** Employers and authorized preparers must read the general instructions carefully before completing the Form ETA-9142C. A copy of the instructions can be found at <http://www.foreignlaborcert.doleta.gov/>. If you are not submitting this electronically, please complete ALL required fields/items containing an asterisk (\*) and any fields/items where a response is conditional as indicated by the section (§) symbol.

**A. Nature of CW-1 Application**

1. Type of Application (choose only one) *	<input type="checkbox"/> New employment	<input checked="" type="checkbox"/> Renewal of approved employment
2. <b>CW-1 Permit Renewal:</b> If "Renewal of approved employment" is marked in Question A.1, enter the date on which the CW-1 visa status of the nonimmigrant worker(s) will expire. §	9/15/2024	
3. <b>Long-Term Worker:</b> Is the employer seeking to employ a long-term worker who was previously issued a CW-1 visa or otherwise granted CW-1 status, as defined in 20 CFR 655.402? *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. <b>Cap-Exempt Worker:</b> Will any of the CW-1 workers employed under this application be exempt from the statutory numerical limit, or "cap," on the total number of foreign nationals who may be issued a CW-1 visa or otherwise granted CW-1 status? *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. <b>Emergency Situation:</b> Is the employer requesting to waive the requirement to obtain a valid PWD prior to the filing of this application due to an emergency situation, as set forth in 20 CFR 655.422? *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>FOR EMERGENCY SITUATIONS ONLY</b> If "Yes" is marked in question A.5, mark questions 6 and 7 below and include the required items.		
6. Is a statement justifying the employer's emergency situation attached to this application? §	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
7. Is a completed Form ETA-9141C, <i>Application for Prevailing Wage Determination</i> (PWD application), attached to this application? If the employer has submitted its PWD application for processing, select "No" and enter the PWD case number in E.3. §	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

**B. Employer Information**

1. Legal Business Name *		
Commonwealth Healthcare Corporation		
2. Trade Name/Doing Business As (DBA), if applicable §		
3. Address 1 *		
1178 Hinemlu' Street, Garapan		
4. Address 2 (apartment/suite/floor and number) §		
P.O. Box 500409 CK		
5. City *	6. State *	7. Postal Code *
Saipan	Northern Mariana Islar	96950
8. Country *	9. Province §	
United States Of America		
10. Telephone Number *	11. Extension §	
+16702368202	3554	
12. Federal Employer Identification Number (FEIN from IRS) *	13. NAICS Code *	
66-0774364	62211	
14. Type of Employer (Choose only one) *	<input checked="" type="checkbox"/> Individual Employer	<input type="checkbox"/> Job Contractor – Joint Employer
<b>FOR JOB CONTRACTORS ONLY</b> If "Job Contractor – Joint Employer" is marked in question B.14, mark questions 15 and 16 below and include the required items.		
15. A completed <b>Appendix A</b> identifying the employer-client is attached to this application. §		<input type="checkbox"/>
16. An executed contract or other agreement between the job contractor and the employer-client establishing a bona fide relationship to the workers sought under this application is attached. §		<input type="checkbox"/>

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**C. Employer Point of Contact Information**

The information contained in this section must be that of an employee of the employer who is authorized to act on behalf of the employer in labor certification matters. The information in this Section must be different from the agent or attorney information listed in Section D, unless the attorney is an employee of the employer.

1. Contact's Last (family) Name *		2. First (given) Name *		3. Middle Name(s) §	
Muna		Esther		Lizama	
4. Contact's Job Title *					
Chief Executive Officer					
5. Address 1 *					
1178 Hinemlu' Street, Garapan					
6. Address 2 (apartment/suite/floor and number) §					
P.O. Box 500409 CK					
7. City *			8. State *		9. Postal Code *
Saipan			Northern Mariana Is		96950
10. Country *			11. Province §		
United States Of America					
12. Telephone Number *		13. Extension §	14. Business Email Address *		
+16702368202		3554	jennifer.delacruz@chcc.health		

**D. Attorney or Agent Information (If applicable)**

1. Indicate the type of representation for the employer in the filing of this application. * Complete the remainder of this section if "Attorney" or "Agent" is marked.				<input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input checked="" type="checkbox"/> None	
2. Attorney or Agent's Last (family) Name §		3. First (given) Name §		4. Middle Name(s) §	
5. Address 1 §					
6. Address 2 (apartment/suite/floor and number) §					
7. City §			8. State §		9. Postal Code §
10. Country §			11. Province §		
12. Telephone Number §		13. Extension §	14. Law Firm/Business Email Address §		
15. Law Firm/Business Name §			16. Law Firm/Business FEIN §		
<b>FOR ATTORNEY USE ONLY</b>					
<b>If "Attorney" is marked in question D.1, complete questions 17 – 19 below.</b>					
17. State Bar Number(s) §			18. State of highest state court where attorney is in good standing §		
19. Name of the highest state court where attorney is in good standing §					
<b>FOR AGENT USE ONLY</b>					
<b>If "Agent" is marked in question D.1, complete question 20 below and include the required attachment.</b>					
20. A copy of the current agreement or other documentation demonstrating the agent's authority to represent the employer is attached to this application. §					<input type="checkbox"/>

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**E. Job Opportunity Information**

**a. Occupational Classification and PWD**

1. SOC Occupational Code * 29-2052.00	2. SOC Occupation Title * Pharmacy Technicians
3. If "No" is marked to question A.5, enter the PWD case number obtained from the U.S. Department of Labor for this job opportunity. *	
P-500-23192-179023	

**b. Job Offer and Minimum Requirements**

1. Job Title * Pharmacy Technician											
2. Workers Needed *		Period of Intended Employment									
2		3. Begin Date: *9/16/2024			4. End Date: *9/15/2027						
5. Job Duties – Description of the specific services or labor to be performed. * <small>(All job duties must be disclosed on this form. The response must begin in the form space. One separate attachment will be accepted to fully complete the response.)</small> Please See Addendum											
6. Anticipated days and hours of work per week <small>(an entry is required for each box below) *</small>							7. Hourly work schedule *				
40	a. Total Hours	10	c. Monday	10	e. Wednesday	0	g. Friday	a. 7 : 00	<input checked="" type="checkbox"/> AM		
0	b. Sunday	10	d. Tuesday	10	f. Thursday	0	h. Saturday	b. 6 : 00	<input type="checkbox"/> AM		
									<input checked="" type="checkbox"/> PM		
8. Education: minimum U.S. diploma/degree required. *											
<input type="checkbox"/> None <input checked="" type="checkbox"/> High School/GED <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate (PhD) <input type="checkbox"/> Other degree (JD, MD, etc.)											
9. Training: number of months required. *				0		10. Work Experience: number of months required. *				24	
11. Supervision: does this position supervise the work of other employees? *				<input type="checkbox"/> Yes		11a. If "Yes" to question 11, enter the number of employees worker will supervise. \$					
				<input checked="" type="checkbox"/> No							
12. Special Requirements - List specific skills, licenses/certifications, field(s) of training, and requirements of the job. * Please See Addendum											

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**c. Place of Employment and Wage Information**

1. Worksite Address * 1178 Hinemlu' Street, Garapan		
2. Worksite Address § (apartment/suite/floor and number) P.O. Box 500409 CK		
3. City * Saipan	4. State * Northern Mariana Islar	5. Postal Code * 96950
6. Basic Wage Rate Paid * From: \$ 15 . 02 * To: \$ . .		6a. Overtime Wage Rate Paid § From: \$ 22 . 53 To: \$ . .
7. Per (Choose only one) * <input checked="" type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Piece Rate	7a. Additional conditions about the wage rate to be paid. § Fringe benefits - paid time off & holidays. Optional-medical & dental insurance	
8. Frequency of Pay. * <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Biweekly <input type="checkbox"/> Other (specify): _____		
9. Will work be performed at worksite locations other than the one identified above? *		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. If "Yes" is marked in question E.c.9, a completed <b>Appendix B</b> is attached to this application. §		<input type="checkbox"/>

**d. Other Material Terms and Conditions of the Job Offer**

1. <b>I have read and agree to provide</b> the following terms and conditions with this job offer as fully explained in Form ETA-9142C – General Instructions and at 20 CFR 655, Subpart E. *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>▪ <b>Three-Fourths Guarantee:</b> 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.</li> <li>▪ <b>Transportation and Subsistence:</b> If the worker completes 50 percent of the work contract period, the employer will provide, reimburse, or advance payment for the worker's transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for the worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved.</li> </ul>	
2. <b>Daily Transportation:</b> Workers will be provided with daily transportation to and from the worksite in compliance with all applicable Federal and Commonwealth laws and regulations. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
3. <b>Overtime Available:</b> Overtime hours will be available to the worker under this job offer and payable for every hour worked at the rate disclosed in this application. *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
4. <b>On-the-Job Training Available:</b> Workers will be provided with on-the-job training to perform the duties assigned. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
5. <b>Employer-Provided Tools and Equipment:</b> Workers will be provided, without charge or deposit charge, all tools, supplies, and equipment required to perform the duties assigned. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
6. <b>Board, Lodging, or Other Facilities:</b> Workers will be provided with board, lodging, or other facilities and/or the employer will assist workers in securing board, lodging, or other facilities. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
7. <b>Deductions from Pay:</b> State all deduction(s) from pay and, if known, the amount(s). *	
CNMI Tax, Federal Tax, Medicare and Social Security	

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**e. Recruitment Information**

1. Explain <u>how</u> prospective U.S. applicants may be considered for employment under this job opportunity, including verifiable methods of contacting the employer, and the days and hours applicants can apply for the job. * Please See Addendum	
2. Telephone Number to Apply * N/A	3. Email Address to Apply * apply@chcc.health
4. Website address (URL) to Apply * https://www.chcc.health/jobopportunities.php	

**F. Declaration of Employer and Attorney/Agent**

*In accordance with Federal regulations, the employer(s) must attest to abide by certain terms, assurances, and obligations as a condition for receiving a temporary labor certification from the U.S. Department of Labor. Applications that fail to attach Appendix C will not be certified by the Department.*

1. Please confirm that you have read and agree to all the applicable terms, assurances, and obligations contained in <b>Appendix C</b> and have attached a signed and dated copy of Appendix C with this application. *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Please confirm that the <u>employer-client</u> identified in Appendix A has read and agrees to all the applicable terms, assurances, and obligations contained in <b>Appendix C</b> and has attached a <u>separate</u> signed and dated copy of Appendix C with this application. *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**G. Preparer**

*Complete this section if the preparer of this application is a person other than the one identified in either Section C (employer point of contact) or Section D (attorney or agent) of this application.*

1. Last (family) Name § Dela Cruz	2. First (given) Name § Jennifer	3. Middle Initial § A
4. Law Firm/Business FEIN § 66-0774364	5. Law Firm/Business Name § Commonwealth Healthcare Corporation	
6. Law Firm/Business Email Address § jennifer.delacruz@chcc.health		

**For the public burden statement, please see the Form ETA-9142C, General Instructions.**

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**ADDENDUM**  
Section E.b.5: Job Duties

Inventory, requisition, receive and store supplies from materials management supply rooms needed for daily departmental operations. Prepare unit dose and unit of use containers for use in dispensing inpatient and outpatient medications. Maintain the Pharmacy Night Cabinet stock levels by checking and replacing used stock, replacing expired stock as it occurs, and updating a current listing of the night cabinet as changes in inventory are made. Recommend night cabinet updates and changes to the pharmacist as utilization patterns change. Receive outpatient clinic prescriptions, enters prescriptions into pharmacy record systems, prepares prescriptions for pharmacist verification. Maintain all records and forms associated to medication dispensing to the Hemodialysis Clinic. Complete monthly assigned unit and code cart inspections. Ensure that pharmacy areas are kept clean, neat, well stocked, and well organized. Accurately price, and records all departmental patient and unit billable goods and services. Deliver billing records to the appropriate personnel. Resolve billing questions and discrepancies with appropriate personnel. Maintain all billing record and submit monthly to the Pharmacy Manager for inclusion in the departmental monthly report. Assist in the training, orientation, and the smooth coordination of duties of the departments Pharmacy Aide and Pharmacy Assistant positions. Act as controlled substances distribution technician as needed. Order, receive and log controlled substances from pharmacy stockroom. Distribute and collect the CSDR from the nursing wards daily. Perform billing and determines quantities of controlled substances to send to the nursing units daily. Restock medication carts for the operating and emergency departments as required. Must comply with all applicable health center and government policies, procedures, codes, and standards. Aseptically compound and prepares all departmental sterile products with the exception of chemotherapeutic agents, which shall only be prepared by the staff pharmacist. Prepare, using good manufacturing technique, all unit-dose packaged medications. Accurately prepare all labels for intravenous admixtures and unit packaging. Prepare medications requiring compounding under the direct supervision of the staff pharmacist. Prepare and deliver ward medication floor stock requisitions. Receive and process physicians' orders under the supervision of the staff pharmacist. Work under the direct supervision of a registered pharmacist. Participate in pharmacy orientation programs, training programs for pharmacy supportive personnel, pharmacy staff meetings, and in service education programs. Attend and participate in other programs, committees, meetings and functions required by the hospital or the pharmacy. Safety and infection control is the responsibility of all employees. Must report unsafe and unsanitary practices and conditions to a supervisor. Promptly and accurately complete job-related tasks assigned by the Staff Pharmacist. Perform other related duties as assigned by the Pharmacy Manager.



OMB Approval: 1205-0534  
Expiration Date: 4/30/2026

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**ADDENDUM**  
Section E.b.12: Special Requirements

High School/GED and two years of experience in compounding and dispensing prescriptions in a hospital pharmacy. Must be registered as a Pharmacy Technician with the CNMI Health Care Professions Licensing Board (HCPLB).

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**ADDENDUM**  
ADDENDUM SECTION E.e.1: Recruitment Information

Interested applicants may be considered for employment by submitting a completed Commonwealth Healthcare Corporation (CHCC) Employment Application to CHCCs Human Resources Office. The CHCCs HR Office is open Monday through Friday from 7:30 AM to 4:30 PM and is CLOSED on weekends/holidays. Applicants may contact the employer via email at [apply@chcc.health](mailto:apply@chcc.health) or via telephone at (670)236-8202 to apply for the job opportunity posted on the CHCCs official website: <https://www.chcc.health/jobopportunities.php>. Employment Applications are made available on the CHCC website and at the CHCCs HR & Main Cashier Office.