



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 24-112

POSITION:	<b>Community Health Outreach Worker I</b>	OPENING DATE:	<b><u>08/20/2024</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>09/03/2024</u></b>
SALARY:	<b>\$22,998.56 P/A</b>		
PAY LEVEL:	<b>03/01</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Maternal, Infant, Child, and Adolescent Health (MICAH), Public Health Services, Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK

This is a Commonwealth Healthcare Corporation (CHCC) wide position aimed to promote health resource sharing, partnership development, education, outreach, health promotion, and disease prevention strategies with community members for a healthier CNMI. This individual, works closely with medical providers, primary care teams, and social services agencies to provide short term care coordination and connection to resources and support to program clients to improve their health and general well-being through education and provision of coordination of care and services. This individual will assist in receiving referrals to the Program from internal and external healthcare providers and partner agencies. Private providers, Tinian Health Center, Rota Health Centers, and CHCC out-patient and in-patient clinics. The Community Health Outreach Worker I (CHOW I) is responsible for initiating and maintaining contact/support with families in the homes. The CHOW I is also responsible for applying the implemented curriculum.

#### DUTIES:

1. Referrals/Patient Navigation
  - Assists in referrals for social services or community programs (e.g. WIC, Medicaid, Social Security Income, Nutrition Assistance Program (NAP), etc.) and other health related services (Tobacco Cessation, Family Planning, HOME Visiting, Immunization).
  - Directs or refers patients and community members to appropriate community agency partners.
  - Report incidences of child or elder abuse, neglect, or threats of harm to authorities, as required by mandated reporting laws.
  
2. Health Education & Community Awareness (culturally-tailored)
  - Provides relevant health education and information to clients or patients at CHCC or in the community.
  - Informs community awareness materials to market screening, diagnostics and treatment, and preventative services at CHCC.
  - Utilize and help develop information awareness messages specific to program needs utilizing print, radio, and social media platforms.
  - Disseminate health information materials to internal and external partners and stakeholders.
  - Participate in evaluation of health education and community awareness materials and activities.
  
3. Case Management and Direct Patient (care-services)
  - Develop plans or formal contracts for individuals, families, or community groups to improve overall health.
  - Conducts patient follow-up activities to prevent loss to follow-up and assists in locating patients who have been lost to follow-up.
  - Assists clients in meeting compliance requirements for recommended services.
  - Conduct health screenings and provide medication, if applicable.

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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.

#### 4. Data Entry and Documentation

- Documents all client or patient encounters in the required databases.
- Updates and maintains client records and other report entries, as required by program or the organization.
- Maintain updated client records including plans, contact notes, appropriate forms, or related information, as needed.

#### 5. Partnership

- Works closely with internal partners and medical providers to help achieve desired client or patient outcomes.
- Work with partners and stakeholders to conduct community and target population needs assessment activities.
- Advocate for individual or community health needs with government agencies or health service providers.

#### 6. Professional Development

- Participates in professional development, meetings, trainings and conferences pertinent to the Programs.
- Works to coordinate in-service presentations and other public health training related for program partners and stakeholders.

#### 7. Other

- Performs other related duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

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

**Experience:** Three (3) years of related experience including counseling, health education, home visit, and care coordination. Experience with working with different ethnic/cultural individual groups. Must have successfully completed all trainings and/or certifications established by the program, if it is required.

**Licenses/Certifications:** Must have a valid CNMI driver's license

**Other:** Complete the Healthy Families America (HFA) Foundations for Family Support (FFS) Training, Growing Great Kids Prenatal to 36 months curriculum training, Growing Great Kids Preschool Curriculum Training, and HFA's 80 Hours of wrap around training within one (1) year of hire.

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

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of infant and child development.
- 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.
- Willing to engage in building reflective capacity (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing value of supervision, etc.)
- Ability to establish trusting relationships with families.
- Concern for Others – Acceptance of individual differences.
- Experience and Humility – To work with culturally diverse families.

### **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*

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to funding availability through federal funds awarded to the CNMI CHCC Maternal, Infant, and Early Childhood HOME Visiting Grant Program not to exceed 09/29/2024.

**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](mailto:apply@chcc.health)

Direct Line: (670) 234-8951 ext. 3416/3410/3427/3583

Trunk Line: (670) 234-8950

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.*