



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-115

POSITION:	Programs Administrator (Health Promotions & Partnerships)	OPENING DATE:	<u>08/30/2024</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>09/12/2024</u>
SALARY:	\$50,213.28 P/A		
PAY LEVEL:	07/05		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Public Health Services, Population Health Services Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

This is a key managerial position within the Division of Public Health Services. This position reports directly to the Director of Public Health Services and will be responsible for the development, implementation, monitoring, and reporting on work plan and activities for public health promotions and partnerships for the Division of Public Health Services. The incumbent will health promotions and partnerships related projects and will manage a team to support these activities.

DUTIES:

1. Program Management & Development

- Provide strategic direction, leadership and overall technical and management support toward advancing, improving, and evaluating CHCC Public Health promotions and partnership activities for Public Health services.
- Lead design processes that ensure new or adapted practices for communication, health promotions, and partnership activities focusing on harmonizing best practices, improved impact and integrated approaches.
- Ensure that Division is utilizing standard protocols, policies and guidelines as prescribed by the CHCC, Federal and Regional Partners.
- Work collaboratively to integrate Public Health promotions, communications, social marketing, partnerships activities with other population health programs and other departments within the CHCC and external agencies.
- Work with the Director of PHS to support the strategic direction and leadership of the Public Health programming guiding linkages and integration within CHCC.
- Manage large, complex, multi-agency/grantor budgets that support Public Health efforts, when applicable.
- Conduct monthly meetings with the Director and relevant senior staff to provide regular updates on progress of achievements against set targets, program challenges and successes, as well as ways forward for on-going implementation/integration.
- Coordinate and manage grant reporting with inputs from multiple program managers, administrators, or other key staff and stakeholders; work in collaboration with GMO to meet all reporting requirements and deadlines in a timely manner, when needed.

2. Technical Assistance & Capacity Building

- Support the Public Health managers and administrators in the implementation and monitoring of project work plans; support and facilitate the development with effective work, spending, procurement, implementation and evaluation plans.

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- Provide technical support to program staff to ensure program implementation aligns with grant timelines and targets.
- Undertake capacity-development activities/training for population health and clinical health staff; and work closely with the program managers and administrators to build their capacity around public health data, surveillance and performance improvement.
- Provide support for programs monitoring and evaluation mechanisms focused on strengthening data collection, information sharing, and data management systems;
- Coordinate with individual programs and other CHCC program stakeholders to integrate health promotions, communications and partnership activities so that efforts are aligned and streamlined.
- Provide monthly reports and information during quarterly program evaluation meetings providing updates to Public Health Program Managers, Director and COO for Population Health on health promotions and partnership activities.

3. Operational Research, Surveys, And Assessments

- Coordinate client responsiveness initiative focused on developing patient/client/community-based feedback mechanisms;
- Support the emergency preparedness and planning process with guidance and tools for assessing public health needs in changing disasters, outbreaks, and other natural events.

4. Staff Supervision

- Provide on-going training, technical support and guidance to the unit team members.
- Work in collaboration with program managers and administrators to recruit, train and supervise staff for Saipan, Rota, and Tinian.
- Provide on-going mentoring and training for staff.
- Conduct annual and semi-annual performance reviews for direct report staff, and where applicable, in collaboration with Resident Directors for Rota/Tinian staff.
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduation from a recognized college or university with a Bachelor’s degree in Public Health, Social Work, Counseling, Administration, or related field.

Experience: Five (5) years of related experience in data management, surveillance, and public health or another position with the provision of social services, community health education, supportive, or related human services agencies with responsibility coordinating or managing project work plans and activities. Has experience working with different ethnic/cultural individual groups.

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.

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 **“Exempt”** or is **NOT** 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

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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 Workforce Infrastructure Enhancement Project not to exceed 11/30/2027 and the CNMI CHCC Immunization and VFC Program not to exceed 12/31/24.*

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.*