



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-114

POSITION: **Programs Administrator (Data, Surveillance, & Performance Management)** OPENING DATE: **08/30/2024**

NO. OF VACANCIES: **1** CLOSING DATE: **09/12/2024**

SALARY: **\$50,213.28 P/A**

PAY LEVEL: **07/05**

LOCATION: *The salary given will be determined by the qualifications of the appointee.*
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 data, surveillance, and performance improvement and management for the Division of Public Health Services. The incumbent will lead data related projects (i.e. CNMI Health Surveys/Surveillance activities, Annual CNMI Health Indicator reports, etc.) 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 Data, Surveillance activities, and performance improvement for Public Health services.
- Lead design processes that ensure new or adapted practices for data collection and reporting, surveillance and performance improvement and management, 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 Data, Surveillance and Performance Improvement activities with the Epidemiology, Laboratory, Capacity (ELC) program 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

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.

- 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.
- 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 program monitoring and evaluation mechanisms focused on strengthening data collection, information sharing, and data management systems;
- Coordinate with individual programs, CHCC Epidemiologist and Health and Vital Statistics Registrar to analyze health data to obtain evidence-based trends in diseases and track program progress against set targets; lead and support program managers and administrators to utilize data for informed decision making on program direction.
- Support quarterly data analysis review meetings with the Director, COO, Children’s and Women’s Department Chairs, Chief Nursing Officer (CNO), Resident Directors, Epidemiologist, Health and Vital Statistics Registrar and other key CHCC data team members to direct the utilization of evidence for program decisions.

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, Public Administration, Health Information Management, Economics, Statistics or related field.

Experience: Five (5) years of related experience in data management, surveillance, performance management and improvement in a public health or similar program with the provision of managing data, data analysis and reporting. Experience working with a variety of community programs and leading project management, including project planning, implementation, evaluation and reporting.

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.

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.

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 Workforce Infrastructure Enhancement Project not to exceed 11/30/2027*, the *CNMI MCH Data System Linkage and Training Initiative not to exceed 11/30/24*, and the *Universal Newborn Hearing Screening not to exceed 03/31/25*.

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

08/30/2024 src

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.*