



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 24-137

POSITION:	<b>Unit Clerk</b>	OPENING DATE:	<b><u>09/19/2024</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>10/02/2024</u></b>
SALARY:	<b>\$17,160.00 P/A</b>		
PAY LEVEL:	<b>01-01</b>		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Emergency Room Unit, Nursing Services Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK

The Unit Clerk is an integral member of the patient care team who delivers quality care through collaboration and communication with team members. Will work under the direct supervision of the nurse unit manager to support the clerical operations of the patient care unit. Responsible for key clerical functions and communication between the patient care team and patients/families. This role emphasizes the integration of clerical activities, health information record processing, hospitality and receptionist activities, and is accountable to perform clerical duties and act as unit receptionist.

#### DUTIES:

- Ensure internal contact daily with personnel from all departments for the purpose of assisting with unit patient flow and requisitioning medical supplies.
- Operate office machines, such as photocopiers, scanners, facsimile machines, voicemail systems, and computers.
- Answer telephone calls, direct calls, and take messages.
- To maintain accuracy and update in filing, inventory, mailing, and database systems, either manually or using a computer.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Deliver messages and run unit errands.
- Shares responsibility for tracking of supplies and for neatness and cleanliness of unit.
- 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:** One (1) year of progressively responsible clerical and/or administrative office experience.

**Other:** Must comply with all Employee Health requirements.

#### KNOWLEDGE/SKILL/ABILITY:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes patient needs assessment, meeting quality standards for services, and evaluation of patient satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Communicate well with patients, families, and other health care providers.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points

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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.

- being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Excellent communication, Patient assessment, and Prioritization of patients.
  - Computer skills; including proficiency in word processing are important.
  - Ability to establish rapport quickly with diverse patient populations and to maintain professionally ethical standards in all patient/family interactions.
  - Ability to work as part of a team.
  - Ability to work independently; exercise good time management skills
  - Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**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.

***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) 234-8951ext. 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.