



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Re-Announcement & Amendment to Vacancy

EXAMINATION ANNOUNCEMENT NO. 24-096

POSITION:	Phlebotomist I	OPENING DATE:	<u>10/04/2024</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>Continuous</u>
SALARY:	\$20,860.32 - \$22,998.56 P/A		
PAY LEVEL:	01/05 – 01/07		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Laboratory Department, Commonwealth Health Center Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

Under the general supervision of the Laboratory Director or Manager, the employee in this position will perform a variety of clinical tasks and other types of clerical duties not requiring the immediate attention of the Laboratory Director or Manager.

DUTIES:

- Performs Clinical Laboratory Improvement Amendments (CLIA) 1988 approved and waived lab procedures at the direction of the Laboratory Manager.
- Collects blood specimens via venipunctures and/or finger-sticks on adult and pediatric patients using Universal Precautions.
- Transport specimens or fluid samples from collection sites to the laboratory.
- Works the front desk accessioning area, to include patient accessioning and scheduling for specimen collection, instructing patients on test requirements, clarifying orders and directing patients to admitting and the cashier when necessary.
- Enter patient, specimen, insurance, or billing information into computer.
- Document route of specimens from collection to laboratory analysis and diagnosis.
- Answers telephones, relay messages, impart information, or direct calls to appropriate area.
- Assists in specimen processing by accessioning specimens and delivering tubes to the appropriate lab area.
- Centrifuges specimens and splits off specimens when required.
- Works in the Send-Out or Test Referral area when assigned.
- Packages specimens appropriately for transport and works with transport team for pickup and delivery of packages.
- Rotates shifts as needed.
- Distributes lab reports to the appropriate hospital area at designated intervals.
- Answers questions of complex nature for the unit and for medical providers and nursing staff.
- Runs errands applicable to general lab operation.
- Files reports, forms and records in appropriate locations.
- Restocks supplies in all phlebotomy areas, including those in Emergency Room & Nursing Units.
- Unpacks supplies for storage in the stockroom and other areas throughout the lab.
- Keeps the stockroom organized and supplies off the floor and clear for egress.
- Maintains log of rejected specimens.
- Conduct data entry procedures such as verifying, resulting, and notifying providers on completed lab tests.
- Performs other related duties as assigned.

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:

Education: High School Diploma or equivalent certification of basic adult education accomplishment such as General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE).

Licenses/Certifications: Must be certified as a Phlebotomy Technician from an accredited Medical Institute.

Other: Knowledge of data entry into Electronic Health Record using computer hardware and software, including applications such as Microsoft office suite software and electronic mail.

KNOWLEDGE/SKILL/ABILITY:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer 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.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Computers and Electronics — Knowledge of computer hardware and software, including applications such as Microsoft office suite software and electronic mail.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- 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.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Coordination — Adjusting actions in relation to others' actions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Instructing — Teaching others how to do something.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Time Management — Managing one's own time and the time of others.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.

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- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

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

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

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.