



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-151

POSITION:	Program Assistant	OPENING DATE:	<u>10/29/2024</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>11/13/2024</u>
SALARY:	\$22,998.56 - \$25,357.28 P/A		
PAY LEVEL:	03/01 – 03/03		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Immunization Program, Communicable Disease Programs Public Health Services, Rota Health Center Commonwealth Healthcare Corporation, Rota		

NATURE OF WORK

Under the direct supervision of the Immunization Coordinator, the incumbent will work to support activities to promote the implementation of program workplan activities aimed at expanding vaccination coverage within the CNMI population. This position provides logistical support, maintains inventory of clinical supplies, and supports the program in the transport and safe handling of vaccine products. Work may require evening or weekend hours.

DUTIES:

Administrative Support

1. Serve as liaison between assigned area and various internal and external parties for the purpose of providing excellent customer service and representing the immunization program in a professional manner.
2. Attend meeting and/or trainings for the purpose of increasing professional knowledge and conveying and/or gathering information required to perform functions.
3. Develop printed and electronic material for the purpose of documenting activities, providing written support and/or conveying information.
4. Inform program personnel regarding a variety of procedures and program requirements for the purpose of providing accurate information and policies.
5. Maintain a wide variety of (including confidential) manual and electronic materials (i.e. documents, files, calendars, administrative and financial records, program records, resource materials, reports, patient data, budget data, staff information, maintenance data, etc.).
6. Manage administrative activities for the purpose of ensuring compliance with administrative requirements and confidentiality policies.
7. Perform record keeping and clerical functions (i.e. scheduling, copying, instructional materials, filing, developing reports, processing employee time cards, documenting equipment/asset inventory, etc.).
8. Prepare and submit purchase requests, contracts, memos, and other related procurement documentation.
9. Follow-up with vendors on purchase orders, invoices and ensure that encumbrances are cleared.
10. Monitor open accounts and ensure that emergency procurement requests are handled according to operating procedures.

Operational Support

1. Assists in the set up and break down of logistics supplies and equipment during outreach and mobile vaccination events.
2. Maintains inventory and ensure replenishment of inventory supplies and equipment needed for the Immunization Clinic and outreach activities.
3. Assists the Vaccine Specialist in the safe handling and transport of vaccine products.
4. Assists the Vaccine Specialist in maintaining and proper disposal of wasted vaccine doses, including but not

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limited to: proper storage, inventory and reporting, and disposal that is done in coordination with the facilities department.

5. Assists in vaccine product delivery to vaccine provider locations, as needed.
6. Assists with retrieving patient encounter forms and other related program documentation.
7. Assists in the response to vaccine temperature excursion events, as needed.
8. Works closely with the Medical Supply Office (MSO) and Procurement office to prevent stock out of needed clinical supplies and facilitates ordering of supplies when inventory thresholds are low.
9. Works closely with the Medical Supply Office (MSO) and Procurement office to ensure proper storage techniques of the immunization clinical supplies.
10. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduation from High School, General Education Development (GED), or Advanced Development Institute (ADI).

Experience: At least one (1) year of related work experience.

Licenses/Certifications: None.

Other: Ability to work independently as well as to function effectively and collaboratively in a team environment. Knowledge in using Microsoft Word, Excel, PowerPoint.

KNOWLEDGE/SKILL/ABILITY:

- Clerical- Knowledge of administrative and clerical procedures and systems such as word processing, managing and records, designing forms, and other office procedures and terminology.
- English Language-Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- 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.
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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 to funding availability through federal funds awarded to the CNMI CHCC Immunization and VFC Program not to exceed 06/30/2025.*

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:

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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) 234-8951ext. 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.

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