

4. Participates in the quality improvement activities of the department.

- Completes and documents all assigned medication storage area inspections at least monthly. Identifies and replaces outdated and unusable medications.
- Collects data, conducts quality monitors, and completes documentation as assigned.

5. Maintains competence required for current job title/position.

- Attends pharmacy staff meetings.
- Participates in orientation, education, and training programs.
- Completes all competence/skills assessment requirements.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: High School Diploma, General Equivalency Diploma (GED), Adult Basic Education (ABE), Advance Development Institute (ADI) or equivalent.

Experience: No experience required.

Licenses/Certifications: None; On the job training.

KNOWLEDGE/SKILL/ABILITIES:

- 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. Pharmacy Assistants work directly with customers in person and on the phone. Being friendly and approachable and willing to help are important traits to the job.
- Clerical Skills- Pharmacy Assistants restock supplies and keep accurate records of what materials are coming in and out of the pharmacy. In addition, they use different machines and applications in the pharmacy.
- Math Skills- Pharmacy Technicians must have basic math skills to perform their duties.
- Computer- Must be able to operate computer and other pharmacy software.
- Communication- Must have great listening and speaking skills.
- While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, stooping all day. The employee must frequently lift and/or move medication boxes.

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

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.

Direct Line: (670) 234-8951ext. 3444/3410/3427/3583/3584
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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