



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-141

POSITION:	NURSE UNIT MANAGER	OPENING DATE:	<u>06/22/2020</u>
NO. OF VACANCIES:	2	CLOSING DATE:	<u>07/13/2020</u>
SALARY:	\$23.22 P/H - \$27.07 P/H		
LOCATION:	Commonwealth Health Center, Saipan Commonwealth Healthcare Corporation		

JUN 22 PM 4: 29

The salary given will be determined by the qualifications of the appointee.

DUTIES:

Supervise and support the unit/clinic staff nurses. Ensure effective and efficient operation of the unit/clinic. Monitor the effectiveness of nursing care by staff nurses that they utilize the nursing process (assessment, problem identification, goal setting, intervention/implementation, evaluation and documentation). Assure that unit staff nurse's delivers quality nursing care in accordance with the Corporation's and Unit/Clinic Policies and Procedures. Monitor the consistency, accuracy and timely endorsement of staff nurses or nurses to physicians. Maintain a safe and clean environment in the unit/clinic for patients, visitors and other staff. In the unit, reviews all plan of nursing care for each newly admitted patient that includes discharge plans, med education and health teaching. In the clinic, review all schedule appointment and daily log to ensure nurses are assisting doctors. Provide consistent and fair limits in unit/clinic rules and regulations enforcement. Assign duties to other professional and ancillary staff based on patient and unit/clinic needs. Collaborate with treatment team members and other medical staff in determining and coordinating the need of the patients and the unit/clinic. Responsible for assigning nurses to complete the cleaning and restocking tasks of unit/clinic. Maintain inventory of medicine, equipment and supplies within the unit/clinic. Develop and submit on a timely manner monthly report, QAPI study, equipment and supplies report, and other vital information to the nursing supervisor. Ensure compliance of staff to universal precautions, isolation procedures, and physical precautions. Communicate with nursing supervisor problems or questions within the unit/clinic. Report malfunctioning equipment to Biomed personnel for further troubleshoot and repair. Must make frequent rounds to check the nursing stations status and to identify any needs of the staff and patient. Inspect the following: (a) Crash cart to review if the nurses have checked it completely; (b) Narcotic record if it is properly filled and signed; (c) Supplies, if it is within the par level and equipment, whether it needs repair or maintenance update. Provide orientation / or supervision of new personnel/or nursing students as requested by Nursing Supervisor or Clinical coordinator. Attend and participate in staff meeting and in-services. Display respect for patients and acts as advocate as necessary. Maintain effective and positive working relationships with other staff. Develop and present one staff in-service every month to improve nursing care. Identify nursing care needing improvement. Assist clinical coordinator in QAPI activities such as: (a) data collection; (b) attend meetings; and (c) timely completion of QAPI reports. Responsible for the accuracy of staff timecards, leave schedules and overtime slips, and turn in the aforesaid listed items to personnel timekeeper in a timely manner. Perform management duties and responsibilities in the absence of the Nursing Supervisor or Clinical Coordinator. Report for work as scheduled and maintain satisfactory attendance record. Perform other related duties and other work that is required, assigned or instructed and accept responsibilities designated.

QUALIFICATION REQUIREMENTS:

Bachelor of Science in Nursing from a recognized/accredited School of Nursing. Must pass the NCLEX-RN and must be licensed as a Registered Nurse by the Commonwealth Board of Nurse Examiners (CBNE) to practice nursing in the Commonwealth of the Northern Mariana Islands (CNMI). Must have Four years (4) nursing experience in an acute care setting. Must possess CPR/BLS Certifications. Must have good communication skills, self-motivated, and proactive for quality improvement. Ability to work with people from culturally and linguistically diverse backgrounds. Must be computer literate.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status at 40 hours per week with a shift schedule of eight hours per day, Monday through Sunday with flexible day(s) off per week. Employment start date will begin on October 1, 2020 through September 30, 2023. It is "**EXEMPT**" and is not eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

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."*
- *Transportation and Subsistence 20 CFR 655, Subpart E: "If the worker completes 50 percent of the work contract period, the employer will provide, reimburse, or advance payment for the worker's transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for the worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved."*

OTHERS:

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: 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.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, 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: humanresources@dph.gov.mp

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

vdlg

U.S. Department of Labor

Employment and Training Administration
Office of Foreign Labor Certification
Chicago National Processing Center
11 West Quincy Court
Chicago, IL 60604-2105



NOTICE OF ACCEPTANCE
CNMI-Only Transitional Worker Visa Program (CW-1)

June 9, 2020

Esther Muna, Chief Executive Officer
Commonwealth Healthcare Corporation
1 Lower Navy Hill Road, Navy Hill P. O. Box 500409
Saipan, MP 96950

Case Number: C-500-20153-614920

2020 JUN 22 PM 4:30

RE: COMMONWEALTH HEALTHCARE CORPORATION

Dear Sir/Madam:

The employer's *Application for Temporary Employment Certification* seeking three Nurse Unit Managers, Occupational Title Medical and Health Services Managers under the CW-1 labor certification program has been reviewed and **accepted for processing**. The application is timely and accurate and meets the requirements set forth in subpart E.

The employer should read all instructions and information contained in this letter carefully. Before the Department of Labor can issue a final determination on this *Application for Temporary Employment Certification*, the employer must comply with the requirements listed below.

EMPLOYER REQUIREMENTS

The employer must conduct recruitment of U.S. workers and prepare and submit a recruitment report in accordance with 20 CFR 655.442-655.444, including any additional recruitment ordered by the CO under 20 CFR 655.445, and in accordance with the instructions provided below. All recruitment steps requiring action from the employer MUST begin within 14 calendar days from the date this letter has been issued. The employer's recruitment report **may not be submitted until** the employer-conducted recruitment is complete, including the notice of the job opportunity, if applicable (see section further below), **as well as an additional two day period** (20 CFR 655.446(a)).

Employers that wish to require interviews must conduct those interviews by phone or provide a procedure for the interviews to be conducted in the location where the worker is being recruited

so that the worker incurs little or no cost. Employers cannot provide potential CW-1 workers with more favorable treatment with respect to the requirement for, and conduct of, interviews.

Important Note for Job Contractors (20 CFR 655.421(e)): Either the job contractor or the employer-client may conduct the mandatory recruitment of U.S. workers detailed above but all recruitment information must clearly identify both the job contractor and employer-client by name and must clearly identify the place(s) of employment where the workers will perform labor or services.

I. Instructions for Recruiting U.S. Workers:

A. Advertisements –

Where to Place (20 CFR 655.442): The employer must place an advertisement with the CNMI Department of Labor for a period of 21 consecutive calendar days satisfying the requirements set forth in 20 CFR 655.441 and laid out in the Notice.

What to Include (20 CFR 655.441): The employer's advertisement must contain the information below.

1. The employer's name and contact information;
2. A statement that the job opportunity is a temporary, full-time position and identify the job title and total number of job openings the employer intends to fill;
3. A description of the job opportunity for which certification is sought with sufficient information to apprise applicants of the services or labor to be performed, including (a) the duties to be performed, (b) the minimum education and experience requirements, (c) the work hours and days, and (d) the anticipated start and end dates of the job opportunity;
4. The place(s) of employment with enough specificity to apprise applicants of any travel requirements and where applicants will likely have to reside to perform the services or labor;
5. The wage that the employer is offering, intends to offer or will provide to the CW-1 workers, or in the event that there are multiple wage offers, the range of applicable wage offers, each of which must equal or exceed the highest of the prevailing wage or the Federal or Commonwealth minimum wage. Per Departmental regulations at 20 CFR 655.410(a) the employer must advertise the position to all potential workers at a wage that is at least the highest of 1) the prevailing wage obtained from the NPWC, 2) the federal minimum wage, or 3) the Commonwealth minimum wage.
6. If applicable, a statement that overtime will be available to the worker and the wage offer(s) for working any overtime hours;
7. The frequency with which the worker will be paid as required by 20 CFR 655.423(h);
8. A statement that the employer will make all deductions from the worker's paycheck required by law, and must specify any deductions the employer intends to make

- from the worker's paycheck which are not required by law, including, if applicable, any deductions for the reasonable cost of board, lodging, or other facilities;
9. A statement summarizing the three-fourths guarantee as required by 20 CFR 655.423(f);
 10. A statement that transportation and subsistence will be provided to the worker while traveling from the worker's origin to the place of employment as will the return transportation and subsistence at the conclusion of the job opportunity, as required by 20 CFR 655.423(j)(1);
 11. If applicable, a statement that daily transportation to and from the place(s) of employment will be provided by the employer;
 12. If applicable, a statement that the employer will provide to the worker, without charge or deposit charge, all tools, supplies, and equipment required to perform the duties assigned, in accordance with 20 CFR 655.423(k);
 13. If applicable, any board, lodging, or other facilities the employer will offer to workers or intends to assist workers in securing;
 14. If applicable, a statement indicating that on-the-job training will be provided to the worker;
 15. A statement that directs applicants to apply for the job opportunity directly with the employer, and that indicates at least two verifiable methods by which applicants may apply for the job opportunity, one of which must be via electronic means, and that provides the days and hours during which applicants may be interviewed for the job opportunity.

B. Contact Former U.S. Workers (20 CFR 655.443) –

The employer must contact (by mail or other effective means) its former U.S. workers, including those who have been laid off within 270 calendar days before the date of need, employed by the employer in the occupation at the place(s) of employment during the previous year (except those who were dismissed for cause or who abandoned the place(s) of employment), provide a copy of the *Application for Temporary Employment Certification*, and solicit their return to the job.

This contact must occur during the period of time that the job offer is being advertised on the CNMI Department of Labor's job listing system under 20 CFR 655.442. The employer must retain documentation sufficient to prove such contact in accordance with 20 CFR 655.456.

Note to employers: When submitting the recruitment report, the CO will *not assume* the employer has already reduced the number of workers in Section E.b.2. of ETA Form 9142C by the number of hired U.S. returning workers. It is important for the employer to clearly communicate this reduction in its recruitment report. Absent clear communication in the recruitment report that U.S. returning workers were *not included* in the total number entered in E.b.2, the CO will issue a partial certification, reducing the total number of workers in E.b.2 by the number of returning workers hired.

C. Posting Requirement (20 CFR 655.444) –

The employer must post a copy of the *Application for Temporary Employment Certification* in at least two conspicuous locations at the place(s) of employment or in some other manner that provides reasonable notification to all employees in the job classification and area in which the work will be performed by the CW-1 workers. Electronic posting, such as displaying an electronic copy of the *Application for Temporary Employment Certification* prominently on any internal or external website that is maintained by the employer and customarily used for notices to employees about terms and conditions of employment, is sufficient to meet this posting requirement as long as it otherwise meets the requirements of this section.

The notice must be posted for a period of **21 consecutive calendar days**. The employer must maintain proof the *Application for Temporary Employment Certification* was posted and identify where and during what period of time it was posted in accordance with 20 CFR 655.456.

D. Additional employer-conducted recruitment (20 CFR 655.445) –

The employer may be instructed by the CO to conduct additional reasonable recruitment. Such recruitment may be required at the discretion of the CO where the CO has determined that there is a likelihood that U.S. workers who are qualified will be available for the work. If no additional recruitment instructions follow this paragraph, then no additional recruitment has been ordered.

Considering U.S. Applicants -

- # The employer must consider all U.S. applicants for the job opportunity and must hire all applicants who are qualified and who will be available for the job opportunity.
- # U.S. applicants may be rejected only for lawful, job-related reasons, and those not rejected on this basis will be hired.

II. Recruitment Report

In order for the Certifying Officer to make a final determination on the employer's CW-1 application, the employer must prepare, sign, date and submit a written Recruitment Report by **July 23, 2020**.

The Recruitment Report must be submitted by email to the Chicago NPC at TLC.chicago@dol.gov with the subject "Attn: CW-1: C-500-20153-614920 Recruitment Report."

If the employer does not have Internet access it may submit the Recruitment Report with the same caption by facsimile to (312) 886-1688 or mail to the following address:

U.S. Department of Labor
Employment and Training Administration
Office of Foreign Labor Certification
Chicago National Processing Center

11 West Quincy Court
Chicago, IL 60604-2105
C-500-20153-614920

In order to assist with the timely processing of the application, the Recruitment Report should be received by 3:00 pm Central Time on the date it is due.

Important Note for Job Contractors: If the employer is a job contractor who has filed this application with an employer-client, both the job contractor and the employer-client must sign the Recruitment Report.

Recruitment Report Timing and Content Requirements -

NOTE: The employer does not need to secure or submit a JVA Certification from the CNMI Department of Labor. A JVA Certification is not part of the CW-1 program requirements. Only the requirements outlined in this Notice of Acceptance are applicable.

- # The recruitment report may not be prepared, signed, dated, or submitted sooner than two days after the last date on which the last advertisement appeared. (20 CFR 655.48)

- # The recruitment report must be submitted to the NPC and contain the following information (20 CFR 655.421(e)(1)):
 - (1) The name of each recruitment activity or source;
 - (2) The name and contact information of each U.S. worker who applied or was referred to the job opportunity up to the date of the preparation of the recruitment report, and the disposition of each worker's application. The employer must clearly indicate whether the job opportunity was offered to the U.S. worker and whether the U.S. worker accepted or declined;
 - (3) Confirmation that the advertisement was posted on the CNMI Department of Labor's job listing system and the dates of advertising;
 - (4) Confirmation that former U.S. employees were contacted, if applicable, and by what means and the date(s) of contact;
 - (5) Confirmation the employer posted the availability of the job opportunity to all employees in the job classification and area in which the work will be performed by the CW-1 workers and the dates of advertising;
 - (6) If applicable, confirmation that additional recruitment was conducted as directed by the CO and the date(s) of advertising; and
 - (7) If applicable, for each U.S. worker who applied for the position but was not hired, the lawful job-related reason(s) for not hiring the U.S. worker.

- # **Duty to Update the Recruitment Report.** The employer must update the recruitment report throughout the recruitment period. In a joint employment situation, either the job contractor or the employer-client may update the recruitment report throughout the recruitment period.

- # **Recruitment Documentation Retention Requirements:** The employer must retain the recruitment report as required in 20 CFR 655.456.

- # The employer must retain records and documents for 3 years from the date of certification of the *Application for Temporary Employment Certification*, or 3 years from the date of adjudication if the *Application for Temporary Employment Certification* is denied, or 3 years from the date the Department receives the request for withdrawal of an *Application for Temporary Employment Certification* under §655.462.

- # The employer must retain the following documents and records and must provide the documents and records to the Department and other Federal Government Official in the event of an audit or investigation:
 - o Proof of recruitment efforts, including:
 - # Placement of the job offer with the CNMI Department of Labor as specified in §655.442;
 - # Contact with former U.S. employees as specified in §655.443, including documents demonstrating that each U.S. worker had been offered the job opportunity listed in the *Application for Temporary Employment Certification*, and that the U.S. worker either refused the job opportunity or was rejected only for lawful, job-related reasons;
 - # Posting notice of the job opportunity to all employees in the job classification and area in which the work will be performed by the CW-1 workers as specified in §655.444; and
 - # All additional employer-conducted recruitment required by the CO as specified in §655.445.

 - o Documentation supporting the information submitted in the recruitment report prepared in accordance with §655.446, such as evidence of nonapplicability of contact with former workers as specified in §655.443 and any supporting resumes and contact information as specified in §655.446.

 - o Records of each worker's earnings, hours offered and worked, location(s) where work is performed, and other information as specified in §655.423(i). If applicable, records of reimbursement of transportation and subsistence costs incurred by the workers, as specified in §655.423(j).

 - o Copies of written contracts with third parties demonstrating compliance with the prohibitions to seek or receive payments or other compensation of any kind from prospective workers as specified in §655.423(o).

 - o Evidence of the employer's contact with U.S. workers who applied for the job opportunity in the *Application for Temporary Employment Certification*,

including, but not limited to, documents demonstrating that any rejections of U.S. workers were for lawful, job-related reasons, as specified in §655.423(q).

- o Written notice provided to and informing OFLC that a CW-1 worker or worker in corresponding employment has separated from employment before the end date of employment specified in the *Application for Temporary Employment Certification*, as specified in §655.423(v).
 - o A copy of the *Application for Temporary Employment Certification* and all accompanying appendices, including any modifications, amendments, or extensions, must be signed by the employer as directed by the CO and retained.
- # The employer must make available to the Department, DHS or to any Federal Government Official performing an investigation, inspection, audit, or law enforcement function all documents and records required to be retained under this subpart E for purposes of copying, transcribing, or inspecting them.

Please direct any inquiries regarding this case to the Chicago National Processing Center (Chicago NPC) at TLC.chicago@dol.gov or by phone to (312) 886-8000. Any correspondence sent to the Chicago NPC must include the employer's case number to prevent delays in the processing.

Sincerely,

OFLC Certifying Officer

cc: CNMI Department of Labor – For informational purposes only