



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

Re-Announcement

EXAMINATION ANNOUNCEMENT NO. 19-160

POSITION: **TOBACCO PREVENTION & CONTROL PROGRAM (TCP) PROJECT ASSISTANT** OPENING DATE: **07/30/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **08/08/2020**

SALARY: **\$20,000.00 P/A - \$25,000.00 P/A**

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

LOCATION: **Tobacco Prevention and Control Program, Non-Communicable Disease Bureau, Division of Public Health Service, Commonwealth Healthcare Corporation**

DUTIES:

Under the general supervision of the Tobacco Prevention and Control Program Coordinator, Division of Public Health, the employee in this position is responsible for ensuring that the education and outreach in the community of the Tobacco Prevention and Control Programs are met effectively through community outreach, media campaign development, provide education on tobacco prevention as specified in the goals and objectives of the Tobacco Prevention and Control Programs. Support the delivery and implementation of tobacco and tobacco-related project activities at the scheduled times which may include evenings, holidays, and/or weekends. Conducts outreach screenings for individuals and the community. Conducts community-based awareness activities on topics central to the goals and objectives of the program. Conducts health education/promotion activities in the community on topics central to the goals and objectives of the program including but not limited to: legislation of tobacco, betel nut, and other health related laws, as well as general prevention information. Provide support for and disseminate health information at community outreach through education, presentations, and/or health screenings and other means as deemed necessary by the supervisor. Plan, implement, and evaluate program activities, workshops, trainings and activities for staff, partners and coalition members. Develop, build, and maintain partnerships with both internal and external stakeholders. Gather, develop, and edit resource materials appropriate for program projects and public education. Provide project support to partners and coalitions in the planning and delivery of projects. Submit project specific reports to the supervisor to meet grant requirements. Attend workshops, conferences, and other related seminars as identified by the supervisor. Attend meetings for program to take minutes, collect information, and prepare correspondence for participants. Work with community organizations and coalitions in developing, reviewing, and implementing the State NCD Plan. Work with databases, input results from surveys and focus group activities. Develop and edit program and project policies and protocols. Monitor and evaluate project performance and outcome measures; provide reports and feedback on measures. Develop and submit project budgets and expenditure reports to supervisor. Secures and maintains needed supplies, materials, and equipment. Submits monthly report in a timely manner. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Associates Degree from an accredited college or university with one (1) year work experience in community outreach, health education, or related fields. Must have a valid CNMI driver's license. Must be able to work with multi-agencies and various demographics, have good writing skills, proficient typing and computer skills, Microsoft Office programs skills, proficient with chart development or media development software, internet and social media skills necessary. Good report writing skills and oral presentation skills is competent in preparing reports, able to attend regional and national meetings, and fluent in English.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. 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; Every effort will be made to adhere to the employee's regular work schedule. This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law; subject to funding availability through local funds awarded to the Tobacco Control Fund through PL20-32, not to exceed two (2) years after hire date.

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.*

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) 236-8756