



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: [www.chcc.gov.mp](http://www.chcc.gov.mp)



## HUMAN RESOURCES

*\*Re-Announcement\**

### EXAMINATION ANNOUNCEMENT NO. 19-190

POSITION:	<b>SURVEILLANCE COORDINATOR</b>	OPENING DATE:	<b><u>07/24/2020</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>08/02/2020</u></b>
SALARY:	<b>\$40,000.00 P/A - \$45,000.00 P/A</b>		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Division of Hospital Services, Commonwealth Healthcare Corporation		

#### DUTIES:

Under the supervision of the OD2A Program Manager through the Cooperative Agreement with Centers for Disease Control and Prevention (CDC), the Surveillance Coordinator is responsible in ensuring the reporting of opioid overdose and suspected overdose is part of the CHCC Epidemiology and Laboratory Capacity Program (ELC) surveillance team weekly syndromic surveillance report from seven (7) sentinel sites including the Emergency Department (ED). The employee will provide technical assistance to the OD2A Manager to develop and implement overdose surveillance systems for prevention, treatment and follow up procedures in response to a reported overdose or suspected overdose. Collects, analyzes and reports clinical and epidemiologic data relative to overdose from sentinel sites including ED for use in planning, implementing and evaluating prevention program. Assist in development of protocols to include supplemental data which will also include supplemental data collection on suspected drug overdose deaths such as interviews with friends and family. This employee will be required to identify, monitor and tract surveillance if an overdose case is reported. This employee will perform surveillance of overdose data, data reporting and analysis and collaborate on all OD2A activities directed towards obtaining high quality, comprehensive, timelier data on overdose morbidity and mortality, and to use data to inform prevention. Coordinate and implementation of CDC's OD2A Grant component: Surveillance Strategy 3 and activities. Coordinates the collection and documentation of all encounter forms in the outpatient department weekly relative to overdose. Compiles weekly reports of any unusual number, clustering, or unexplained number of illness or death in the outpatient and inpatient setting for reporting to CDC. Maintains close contact with the seven (7) sentinel sites (Commonwealth Healthcare Corporation Emergency Department; Family Care Clinic; Women's Clinic; Children's Clinic; Rota Health Center; Tinian Health Center; Kagman Community Health Center). Promotes awareness among health care providers of reporting requirements relative to overdose. Develops and maintains close rapport with physicians in private practice, assist them in reporting any unusual number, clustering, or unexplained number of illness or death. Prepares graphics of pertinent data for general public. Supervises the surveillance technician daily, if available. Prepares a weekly morbidity and mortality report relative to overdose with Epidemiology and Laboratory Capacity Surveillance Coordinator in the CNMI (Saipan, Tinian, Rota). Assists Territorial Epidemiologist and Epidemiology Laboratory Capacity Surveillance Coordinator, information needs from surveillance system. Identify, monitors and tracts surveillance if an overdose case is reported. Collects, analyses and reports clinical and epidemiologic data relative to overdose from the surveillance system for use in planning, implementing, and evaluating prevention program. Assist in development of protocols for response to overdose case. Collaborates with governmental and non-government agencies to develop partnerships to expand the capacity of public health reporting relative to overdose. Assist in community outreach activities before, during and after public health emergency. Maintains an accurate database of key partners for the purpose of providing rapid health information, alerts and guidance. Response to Opioid emergency or declared Public Health and Hospital emergency disaster 24/7-365 days. Generates regular reports for use of program managers, educators, and the news media. Assist in creating and revising manuals for the operation of surveillance system. Attends various workshops and trainings on surveillance techniques, response including plans for ensuring safety of our community and emergency preparations. Excellent oral and written communication skills. Substantial knowledge of database management and statistical techniques. Responsible for timely completion and submission of weekly CNMI Syndromic Surveillance reporting relative to overdose. 24/7 On Call during natural or manmade disaster response and recovery activities. Attend monthly OD2A meeting and OD2A program calls

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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.

with CDC if needed. Collaborates with the CHCC Epidemiology and Laboratory Capacity Program (ELC) Surveillance Coordinator, Health & Vital Statistics Office Registrar, Director of Information Technology and Chief Information Officer relative to Overdose data. Provides monthly and annual reports to the OD2A Manager and Director of Hospital Services or designee. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduation from a recognized college with a Bachelors degree in social work, nursing, health, information technology, administration or related disciplines appropriate to the position. Two (2) years working knowledge and experience in a clinical health setting, statistical or data input experience with good writing and processing skills and knowledge of Opioid overdose, preferred.

**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 federal funds awarded to the CDC National Center for Injury Prevention & Control – Overdose Data to Action not to exceed 08/31/2020.

***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](mailto: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

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