



# 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

### EXAMINATION ANNOUNCEMENT NO. 20-162

POSITION: **LABORATORY ASSISTANT**      OPENING DATE: **07/08/2020**

NO. OF VACANCIES: **1**      CLOSING DATE: **07/17/2020**

SALARY: **\$30,000.00 P/A - \$33,000.00 P/A**

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

LOCATION: **Laboratory Unit, Commonwealth Health Center  
Commonwealth Healthcare Corporation**

#### DUTIES:

Under the general supervision of the Lab Manager/Director and Clinical Laboratory Supervisor, the employee in this position performs various tasks to support and assist laboratory technicians/scientist including blood specimen collection, specimen processing, supply inventory, instrument maintenance and quality control records. The individual will work collaboratively with all patients in accordance with department policies. Prepare samples for testing using various laboratory equipment. Maintain all laboratory records. Accessioning lab specimens in the computer. Typing in send-out results (those results that do not interface and report automatically in our EHR computer system). Typing and data entry to the EHR computer system. Assist the front desk, greet outpatients, accept their lab forms and paperwork, direct them to the cashier if needed, review patient's paperwork for completeness and legibility, accession their lab orders in the computer, and enter all relevant data as needed in the EHR computer system. Examines any/all specimens submitted by outpatients, nurses and other hospital staff to ensure specimen adequacy, legible labelling, specimen labelled as to correct patient's name, etc. Clean and sterilize equipment and work area. Performs basic administrative tasks such as filing and answering telephones. Must follow all hospital and lab rules, policies and procedures including HIPAA compliance, infection control compliance, lab safety, etc. Log specimens into lab's logbooks as needed, print barcodes and specimen labels as needed. Assist in maintaining lab inventory. Performs other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

Graduation from an accredited college with a BA degree in Biology, Health Sciences 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 skills. Must be knowledgeable with computer such as MS Word/ Excel software and office equipment. Able to understand complex instructions. Ability to organize and prioritize work for timely completion.

#### 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.

#### *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"*

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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.

*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