



# 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. 20-165**

POSITION: **HEALTH EDUCATOR (Community Engagement)**      OPENING DATE: **07/10/2020**

NO. OF VACANCIES: **1**      CLOSING DATE: **07/19/2020**

SALARY: **\$27,081.51 P/A - \$31,350.23 P/A**  
**PL 12/02 – 12/05**

LOCATION: Environmental Health & Disease Prevention,  
Commonwealth Healthcare Corporation, Saipan

#### **DUTIES:**

Incumbent in this position educates the community to improve communicable diseases through health promotion, health education and training programs for the Environmental Health and Disease Prevention (EHDP) office. The incumbent is under the direct supervision of the Director, EHDP. Designs and implements health promotion, health education and training programs for the EHDP and Epidemiology Laboratory and Capacity efforts on Saipan, Tinian and Rota. Ensures that the diversity of individuals and population is addressed communicable disease educational and communication services that affect the health of the community. Engages community members such as focus groups, talking circles, formal meetings, and key informant interviews to improve communicable disease mitigation and prevention efforts in a community. Develops educational materials, newsletters, reports, and media to enhance public awareness regarding communicable diseases that ensure healthy literacy and access for local population. Plan, develop, implement, and evaluate traditional and message strategies that meet the mission of EHDP mission and goals. Provide marketing and communication expertise in the development and implementation of printed and online publications, websites, presentations, and collateral materials. Partner with organizations and online partners to develop effective and cost-efficient opportunities for message planning, research, message development and message delivery. Establish and maintain effective working relationships with partners, contractors, and stakeholders. Develop content for posting on various digital media outlets, including ensuring consistency across communication channels and working within CNMI requirements and guidelines. This may require work with partners or contractors. Assist with developing messaging/campaign for all hazards/communicable diseases. Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

Associates degree in related field – plus two (2) years experience in public health outreach, communications or related field or Bachelors degree – plus one year of experience in public health outreach, communications or related field.

#### **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; **filled depending on availability of local and federal funding.**

#### ***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) 233-8756

