



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. 20-184

POSITION: **ADMINISTRATIVE OFFICER** OPENING DATE: **07/30/2020**

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

SALARY: **\$30,000.00 P/A - \$35,000.00 P/A**

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

LOCATION: **Healthy Transitions Program, Community Guidance Center,
Commonwealth Healthcare Corporation, Saipan**

DUTIES:

The job of Administrative Officer is to oversee the general clinical and administrative functions of the Healthy Transitions Program; coordinate activities of assigned area(s); ensure confidentiality and compliance of activities; provide information, recommendations and/or direction regarding administrative procedures; and assist the CGC Director with all administrative duties. The incumbent reports to the Healthy Transitions Program Manager. 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. Coordinate Human Resource (HR)-related tasks in coordination with the CHCC HR office to include scheduling of and preparation for announcements, interviews, etc... Coordinate purchase requests, payment, and contract development in coordination with CHCC Finance and Procurement offices. Coordinate travel, service, and/or training requests, as assigned by the Program Manager. Serve as a liaison between assigned area and various internal and external parties for the purpose of providing excellent customer service and representing the Healthy Transitions Program in a hospitable and professional manner. Attend meetings (e.g. trainings, in-service activities, workshops, conferences, classes, etc.) for the purpose of increasing professional knowledge, and conveying and/or gathering information required to perform functions. Develop printed and electronic materials for the purpose of documenting activities, providing written support and/or conveying information. Inform personnel regarding a variety of procedures and program requirements for the purpose of providing accurate information, taking appropriate action, and/or complying with financial, legal, clinical and administrative requirements and district policies. Maintain a wide variety of (including highly confidential) manual and electronic materials (e.g. documents, files, calendars, administrative and financial records, program records, resource materials, reports, student data, budget data, staff information, maintenance data, etc.) for the purpose of providing up-to-date reference and documentation in compliance with government regulations and district requirements. Manage assigned activities and/or for the purpose of ensuring compliance with clinical, administrative requirements and confidentiality policies. Perform record keeping and clerical functions (e.g. scheduling, copying, instructional materials, filing, running reports, employee timecards, compiling lists, etc.) for the purpose of supporting the Healthy Transitions Program. Work with the Youth and Young Adult Coordinator to assist the Program Manager with the development of program policies and procedures as needed. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from a recognized college with an Associate's degree in business management or related field. Plus five (5) years of responsible office management work experience.

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 CHCC CGC Healthy Transitions Program not to exceed 03/30/2021.

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

