



**CONDITIONAL REQUIREMENTS:**

This position is a Part-Time employment status. The regular work schedule will be Monday to Friday between 7:30am to 4:30pm for a total of 20 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 *Prevention and Control of Chronic Diseases and Associated Risk Factors in the U.S. Affiliated Pacific Island, U.S. Virgin Islands, and Puerto Rico- 2019*, not to exceed ninety (90) days from date of hire.

***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

