



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



HUMAN RESOURCES

Re-Announcement

EXAMINATION ANNOUNCEMENT NO 20-201

POSITION:	PROGRAM SPECIALIST (VACCINE SPECIALIST)	OPENING DATE:	<u>12/09/2020</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>12/22/2020</u>
SALARY:	\$25,000.00 P/A - \$28,000.00 P/A <i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Immunization Program, Division of Public Health Services, Commonwealth Healthcare Corporation, Saipan		

DUTIES:

This position is located within the Maternal and Child Health Bureau (MCHB) Immunization Program. The Program Specialist/Vaccine Specialist will report to the Immunization Program Coordinator and will be stationed within the CHCC Immunization Program. The incumbent will be responsible for coordination and management of vaccines that are supplied to the CNMI by the CDC and maintained by the CHCC. ***Vaccine Coordination & Management:*** Evaluate vaccine handling procedures and provide technical assistance when applicable. Monitor and evaluate refrigerator/freezer/room temperatures to ensure proper storage and handling of vaccine, medicines and medical supplies and submit monthly temperature logs and reports, including data. Participate in the development and/or review of standard operating procedures relating to vaccine management, including handling and safety. Submit monthly spend plan and vaccine orders in Vtrcks. Conduct weekly vaccine inventory and inventory reporting. Monitor clinical supplies inventory and replenish stock as needed. Monitor alarm systems for refrigerators and follow protocols and contingency plan, including coordinating with the Facilities Department and Security, to ensure proper storage and handling during emergency situations. Respond to vaccine temperature alarms and temperature excursion notifications received by either telephone or digital data logger notifications. Prepare incident reports for vaccine temperature excursions, including documentation of communications with pharmaceutical manufacturer on disposition of affected vaccines, as needed. Coordinate with Facilities/Maintenance unit for ensuring routine maintenance of vaccine storage equipment, including management of purchase orders and other procurement requirements relating to maintenance and repairs of vaccine equipment. Assist with the development and implementation of vaccine handling and safety training. Maintain vaccine inventory data utilizing the WebIZ, Immunization Information System, updating vaccines received, vaccines transferred to provider sites, and vaccines expired or compromised. Receive vaccines, ensuring immediate, proper storage of vaccines received via shipment, which may occur after working hours or on the weekend. Identify inappropriate vaccine management and refer to appropriate resources. Assist in conducting assessments and inspections for VFC providers to assure compliance with federal and local laws. Participate in planning and implementation of internal and external immunization events. Participate in community outreach events, vaccine Points of Distribution (PODs), and mass vaccination events as needed. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with an Associate's degree plus four (4) years of related health work experience with increasing levels of responsibility; experience with basic data

collection, analysis, and report writing, preferred. Must have basic skill in utilizing Microsoft Office, including Word, Excel, Powerpoint, etc.

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 *CDC-RFA-IP19-1901 Immunization and Vaccines for Children* not to exceed 06/30/2021.

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) 233-8756