



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 20-200

POSITION: **PROGRAM ASSISTANT** OPENING DATE: **09/25/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **10/08/2020**

SALARY: **\$20,000.00 P/A - \$24,000.00 P/A**

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

LOCATION: **Maternal & Child Health Bureau, Division of Public Health Services,
Commonwealth Healthcare Corporation, Saipan**

DUTIES:

This position is located at within the Maternal and Child Health Bureau (MCHB) of the Commonwealth Healthcare Corporation (CHCC). The Program Assistant will report to the Immunization Program Coordinator and will be stationed within the CHCC Immunization Program. The incumbent will be responsible for the daily administrative operations and provide needed program support focused on improving childhood vaccination rates. Administrative Support. Serve as liaison between assigned area and various internal and external parties for the purpose of providing excellent customer service and representing the Immunization program in a professional manner. Attend meeting and/or trainings for the purpose of increasing professional knowledge and conveying and/or gathering information required to perform functions. Develop printed and electronic material for the purpose of documenting activities, providing written support and/or conveying information. Inform program personnel regarding a variety of procedures and program requirements for the purpose of providing accurate information and policies. Maintain a wide variety of (including confidential) manual and electronic materials (i.e. documents, files, calendars, administrative and financial records, program records, resource materials, reports, patient data, budget data, staff information, maintenance data, etc.). Manage administrative activities for the purpose of ensuring compliance with administrative requirements and confidentiality policies. Perform record keeping and clerical functions (i.e. scheduling, copying, instructional materials, filing, developing reports, processing employee time cards, documenting equipment/asset inventory, etc.). Prepare and submit purchase requests, contracts, memos, and other related procurement documentation. Follow-up with vendors on purchase orders, invoices and ensure that encumbrances are cleared. Monitor open accounts and ensure that emergency procurement requests are handled according to operating procedures. **Operational Support** Work with the Immunization Information System Coordinator to identify infants and children who require updated vaccines. Conduct outreach via telephone and/or mail correspondence to remind parents/caregivers of upcoming immunization requirements and assist with scheduling appointments for Well-Child visits. Conduct outreach via telephone and/or mail correspondence to recall parents/caregivers whose children have missed immunizations and/or well-child visits to re-schedule visits. Maintain database/files of operations support activities. Develop and submit monthly reports. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with an Associate's degree plus two (2) 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 *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) 236-8756

