



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. 19-097

POSITION: **PHYSICAL THERAPY
TECHNICIAN I** OPENING DATE: **07/05/2019**

NO. OF VACANCIES: **1** CLOSING DATE: **07/19/2019**

SALARY: **\$15,105.87 P/A - \$22,280.03 P/A**

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

LOCATION: **Physical Therapy Services, Commonwealth Health Center, Saipan
Commonwealth Healthcare Corporation**

DUTIES:

Under the general supervision of the Physical Therapy Manager, the Physical Therapy Technician is responsible for rendering assistance in the implementation of prescribed therapy program for patients in the Commonwealth Health Center, Commonwealth Healthcare Corporation. Treats patients according to program designed by Physical Therapist, under the direct supervision of a licensed physical therapist. Administers whirlpool treatments for patient who have been evaluated by a therapist. Cleans whirlpools according to procedure outlined in policy and procedure manual. Maintains the therapy department in an orderly fashion. Changes linens on treatment tables after each patient's use. Transport patients to and from therapy if necessary. Communicates with therapists, physicians, and nursing staff concerning patient care. Interacts courteously with patients and families. Inventories supplies used in daily therapy operations and re-orders supplies as needed. Monitors and records temperature of therapy equipment. Maintains adequate linen supply and communicates with laundry when linen is needed. Keeps all information regarding patients strictly confidential. Receives, completes, and records Physical Therapy referrals. Schedules patients after consulting with Physical Therapy. Files patient's charts, correspondence, and other related documents and other correspondence. Bills inpatients and outpatients. Complete Monthly Statistics. Makes photocopies of exercise program and other information as needed. Follow up on purchase orders. Answers phone in an appropriate and professional manner. Assist patient treatment as needed. Upkeep of office equipment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

High School Diploma, General Education Diploma, and/or Advance Development Institute. Plus six (6) months experience in physical therapy work; one (1) year work experience in physical therapy work preferred. Knowledge of the technical procedures and modalities of physical therapy. Knowledge of the operation and use of physical therapy equipment. Ability to conduct physical therapy demonstrating programs. Must be sympathetic and sensitive to the needs and feelings of the clients. Ability to work harmoniously and effectively with coworkers, clients and their families. Ability to communicate effectively.

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 Family Professional Partnership/CSHCN, not to exceed 05/31/2020.

CHCC is an equal opportunity employer.

We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job related medical condition or disability, or any legal protected status.

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 (two [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: human.resources@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

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