



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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-209

POSITION: **QUALITY ASSURANCE SPECIALIST** OPENING DATE: **12/31/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **01/14/2021**

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

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

LOCATION: Rural Communities Opioid Response Program,, Community Guidance Center,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the Rural Communities Opioid Response Program Planning Grant and State Opioid Response Grant Project Directors, the incumbent performs the creation and implementation of program policies and procedures to ensure that quality services are available for Opioid Use Disorder treatment. This position will be located within the Community Guidance Center, Commonwealth Healthcare Corporation.

DUTIES:

- Coordinates and implements initiatives to ensure timely, complete and accurate submission and transmission of data.
- Completes procedures to support and assure consistency of data collection in a timely manner for data analysis quality management reports.
- Generates program reports for review and dissemination.
- Performs data entry and storage of various project documents.
- Maintains records of all data analyses, follow-up logs, and departmental reports.
- Receives, creates, and prepares documentation for the Quality Program as directed.
- Facilitates quality assurance meetings.
- Trains staff on quality and performance improvement tools being implemented.
- Leads coordination and scheduling of CHCC in-services training pertaining to Quality Assurance and Performance Improvement program initiatives.
- Maintains the strictest confidentiality of all information within the CHCC, including but not limited to employee information, patient information, and Program/Departmental information the employee may come to know through his or her employment at CHCC.
- Facilitates, prepares, and coordinates quality and performance improvement projects
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from accredited college or university with an Associate’s degree or graduation from a recognized college or related field and four (4) years’ of relevant work experience, Bachelor’s degree is preferred.

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 *Rural Communities Opioid Response (Planning) Grant Program* not to exceed 02/28/2022.

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

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.