



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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-213

POSITION: **PROGRAM EVALUATOR** OPENING DATE: **10/23/2020**
 NO. OF VACANCIES: **1** CLOSING DATE: **11/06/2020**
 SALARY: **\$60,000.00 P/A**

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

LOCATION: Healthy Transitions Program, Community Guidance Center
 Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the Community Guidance Center, Director, the employee in this position designs, develops, implements, and conducts evaluation plans and activities conducted by programs under the Commonwealth Healthcare Corporation: Community Guidance Center. This position will provide evaluation expertise to program staff and will work with diverse groups of stakeholders in all phases of evaluation activities. This position will also lead strategic planning efforts and ensure relevant and actionable findings from evaluations are disseminated and incorporated into future work.

DUTIES:

- Oversee all evaluation activities, including the development of effective data collection, monitoring, and reporting systems in compliance with applicable grants.
- Design and develop program evaluation plans, to include data collection and program evaluation tools.
- Implement and monitor all phases of evaluations, including data collection, analysis, and effective communication of results.
- Ensure that evaluation plans complement and are consistent with established strategic plans, programmatic requirements and activities, and federal cooperative agreement guidelines.
- Disseminate evaluation findings and recommendations through written technical reports, educational materials, news releases, and responses to information requests from partners (e.g., legislators, media, and internal/external partners).
- Collect, compile, and conduct routine analysis on program process and outcome data.
- Prepare quarterly and annual reports for all stakeholders at the federal, state, and community level.
- Present program evaluations and findings at local, state, and national meetings and conferences to technical and non-technical audiences.
- Manage and update program's data reported to the CHCC and federal grantor agency.
- Comply with requirements of funding sources (e.g., submitting program plans, providing on-going reports, final reports, etc.).
- Provide training and technical assistance for staff on different evaluation aspects.
- Consult appropriate personnel as needed to facilitate ongoing process of program design, implementation and revision.
- Conduct reviews of program-related documents, data files, published information and official reports.
- Monitor model-fidelity and evidence-based practices implementation.
- Work with staff and stakeholders to interpret and apply evaluation findings to develop action plans and inform programs and policies.
- Conduct strategic planning and develop and implement program and policy plans to achieve various short- and long-term goals.

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.

- Provide subject matter expertise on evaluation concepts and methods, and maintain a working knowledge of established national frameworks and guidelines.
- Participate in regional and national workgroups to identify evaluation best practices and collaborate on multi-state evaluation projects.
- Represent the CHCC: Community Guidance Center at various meetings and promote the use of data and evaluation results to inform decision making.
- Adapt communication styles to effectively engage and interact with diverse individuals and groups, and apply culturally competent approaches to evaluation practice.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a recognized college or university with a Master's degree in Public Health, Sociology, Policy Development, Planning and Development or related field plus two (2) years of professional experience in project evaluation. Preferred three (3) years of experience directing and conducting federal grant-related project evaluations.

OTHER QUALIFICATION REQUIREMENTS:

Knowledge of principles and practices of project evaluation and behavioral/public health; of data collection and analytics; of confidentiality standards is required. Ability is required to engage stakeholders and lead interdisciplinary teams to plan and execute evaluations; to facilitate and organize meetings; to proficiently use relevant computer applications and analytical practices (i.e., MS Office, Excel, Strata, SPSS, etc.); and to negotiate and resolve conflict in order to build consensus and accomplish defined goals and objectives. Ability is also required to organize and synthesize information in a clear and concise manner; to analyze, interpret, and translate various data into policies and/or practices; and to serve as a technical advisor and mentor. Demonstrated ability to apply critical thinking skills to solve problems and accomplish tasks; lead short-, long-, and multi-year evaluation; strong interpersonal skills; exceptional project management, organizational, and time management skills; outstanding attention to detail; and excellent oral and written communication skills are essential.

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.

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.

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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



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