



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



**HUMAN RESOURCES**

**EXAMINATION ANNOUNCEMENT NO. 20-214**

POSITION: **PHLEBOTOMIST I** OPENING DATE: **10/26/2020**  
NO. OF VACANCIES: **4** CLOSING DATE: **11/09/2020**  
SALARY: **\$15,860.10 P/A - \$20,208.54 P/A**  
*The salary given will be determined by the qualifications of the appointee.*  
LOCATION: Laboratory Unit  
Commonwealth Healthcare Corporation, Saipan

**NATURE OF WORK:**

Under the general supervision of the Laboratory Director or Manager, the employee in this position is responsible for performing a variety of clerical and technical duties.

**DUTIES:**

- Performs Clinical Laboratory Improvement Amendments (CLIA) '88 approved and waived lab procedures at the direction of the Laboratory Manager.
- Collects blood specimens via venipunctures and/or finger-sticks on adult and pediatric patients using Universal Precautions.
- Works the front desk accessioning area, to include patient accessioning and scheduling for specimen collection, instructing patients on test requirements, clarifying orders and directing patients to admitting and the cashier when necessary.
- Answers telephones, relay messages, impart information, or direct calls to appropriate area.
- Assists in specimen processing by accessioning specimens and delivering tubes to the appropriate lab area.
- Centrifuges specimens and splits off specimens when required.
- Works in the Send-Out or Test Referral area when assigned.
- Packages specimens appropriately for transport and works with transport team for pickup and delivery of packages.
- Rotates shifts as needed.
- Distributes lab reports to the appropriate hospital area at designated intervals.
- Runs errands applicable to general lab operation.
- Files reports, forms and records in appropriate locations.
- Restocks supplies in all phlebotomy areas, including those in Emergency Room & Nursing Units.
- Unpacks supplies for storage in the stockroom and other areas throughout the lab.
- Keeps the stockroom organized and supplies off the floor and clear for egress.
- Maintains log of rejected specimens.
- Performs other duties as assigned by the Lab Director or Manager and Lead Phlebotomist.

**QUALIFICATION REQUIREMENTS:**

Graduation from High School, General Education Development (GED), or Advanced Development Institute ADI) or Adult Basic Education (ABE). Certified Phlebotomy Technician from an accredited Medical Institute or one (1) year work experience in medical related field.

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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.

**OTHER QUALIFICATION REQUIREMENTS:**

Communicate openly and effectively with members of the health care team, professionals, patients and family members. Ability to work with people from culturally and linguistically diverse backgrounds.

**CONDITIONAL REQUIREMENTS:**

This position is a Full-Time employment status at 40 hours per week with a shift schedule. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm. 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.

***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](mailto: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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