



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-226

POSITION: **ORAL HEALTH ADMINISTRATIVE ASSISTANT** OPENING DATE: **11/30/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **12/14/2020**

SALARY: **\$18,000.00 P/A - \$20,000.00 P/A**
The salary given will be determined by the qualifications of the appointee.

LOCATION: Dental Clinic/ Oral Health Program (OHP), Commonwealth Health Center,
Commonwealth Healthcare Corporation, Saipan

DUTIES:

The incumbent in this position will be under the direct supervision of the Oral Health Project Coordinator. The incumbent in this position provides administrative support to ensure efficient operation of the clinic. Supports managers and employees through a variety of tasks related to organization and communication. Organizes office communication and activities on a day-to-day basis. Responsible for confidential and time sensitive material. Also, the incumbent will be trained as an entry level dental assistant helping with simple dental procedures, when needed.

NATURE OF WORK:

- Handles heavy phone volume, schedules patient appointments, checks patients in/out, and makes follow-up reminder calls.
- Assists the Project Coordinator with carrying out activities for awareness campaigns.
- Organizes records, keeps track of accurate data and develop reports for transparency.
- Enters dental data (daily dental visit entries).
- Assists the Project Coordinator with scheduling dental visits for the school programs.
- Disseminates information to the community at large.
- Establishes and maintains effective community partnerships.
- Assists with processing of dental billings.
- Prepares and distributes memos, letters, faxes, purchase requests and travel authorization forms.
- Maintains office supply inventory.
- Carry out administrative duties (filing, binding, scanning, etc.).
- Participates in school outreach or professional development events or trainings.
- Participates in community outreach activities, which may be held on weekends or in the evenings.
- Performs other related duties as assigned.
- Calls and seats patient in dental chair for examination or treatment.
- Assist Dentist/Hygienist at chair-side in treating patients.
- Assist patient in feeling comfortable before, during and after dental treatment.
- Performs mixture of temporary and permanent restorative materials.
- Assist with sterilizing dental instruments.
- Organizes sterilized equipment and other dental supplies into appropriated spaces.
- Cleans and sanitizes dental units in operatories.
- Assists Dentist/Hygienist in charting oral conditions on patient's dental record.
- Captures and develops dental radiograph (x-ray) films.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE). Two (2) years of related work experience.

OTHER QUALIFICATION REQUIREMENTS:

Must be able to provide quality customer service. Experience in providing administrative support to ensure efficient operation of the clinic. Must have effective communication and organizational skills. Must have excellent time management and multitasking skills. Must be able to maintain confidentiality. Ensures that all administrative duties are completed accurately and delivered in a timely manner. Must have a valid CNMI Driver's License.

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.

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

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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.
