



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: [www.chcc.gov.mp](http://www.chcc.gov.mp)



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 20-186

POSITION: **RENAL SOCIAL WORKER**                      OPENING DATE: **07/30/2020**

NO. OF VACANCIES: **1**    CLOSING DATE: **08/08/2020**

SALARY: **\$58,000.00 P/A - \$60,000.00 P/A**  
*The salary given will be determined by the qualifications of the appointee.*

LOCATION: **Dialysis Center, Commonwealth Health Center,  
Commonwealth Healthcare Corporation, Saipan**

#### **DUTIES:**

This position is under the general supervision of the Manager, Dialysis Center. The Renal Social Worker is responsible for providing a wide range of general social services to CHCC patients and their families, especially those at hemodialysis center and/or hospitalized on any of the in-patient services as well as participating in team review of patient progress, recommending changes in treatment based on the patient's current psycho-social needs. Perform assessments, develop psychosocial plans of care, and provide counseling to patients and families. Provides clinical assessment, counseling, and education services for patients and families as assigned. Develops and maintains thorough knowledge of referral resources throughout the service area such as locating resources to assist in payment for adequate nutrition, housing, and medications. Maintains up to date knowledge of Medicare, Medicaid and other third party reimbursement sources so that to provide information and to help patients apply for Medicare, Medicaid and other insurance benefits to assure payment for care. Maintains accurate and timely records, including clinical progress notes, according to facility policy. Provides services such as assisting with transportation arrangements. Maintains the confidentiality of medical records and consultations of patients. Ensures Dialysis facility compliance to CMS PART 494 CONDITIONS FOR COVERAGE FOR END-STAGE RENAL DISEASE FACILITIES: V691 (d) Standard: Social worker. Participates as the social worker in the facility's QAPI program. Participates in department or community sponsored education and research activities. Provides knowledge of illness in relation to the social work role, the impact of cultural factors on the illness, the impact of the illness on the patient and family, and the relationship of the illness to the total bio-psycho-social well-being of the patient. Adheres to all department/facility policies.

#### **QUALIFICATION REQUIREMENTS:**

Master's or Doctoral degree in Social Work from a college or university accredited by an accrediting organization recognized by the CNMI HCPL Board, or a social work education program approved by the CNMI HCPLB. Plus Two (2) years of experience in clinical social work and licensed as Clinical Social Worker by the CNMI HCPLB. Must be knowledgeable in case work principals, including diagnosis, assessments and treatment planning. Ability to establish rapport quickly with diverse patient populations and to maintain professionally ethical standards in all patient/family interactions. Knowledge of medical terminology. Ability to work as part of a team. Ability to work independently; exercise good time management skills. Computer skills; including proficiency in word processing are important.

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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.

**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 "**EXEMPT**" and is not 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) 236-8756

