



# 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. 19-168

POSITION: **COMMUNITY HEALTH WORKER** OPENING DATE: **10/11/2019**

NO. OF VACANCIES: **1** CLOSING DATE: **10/24/2019**

SALARY: **\$22,000.00 P/A**

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

LOCATION: **Breast & Cervical Cancer Screening Program, Non-Communicable Disease Bureau,  
Division of Public Health Service, Commonwealth Healthcare Corporation**

#### DUTIES:

This position is located under the Breast and Cervical Screening Program within the Division of Public Health's Non-Communicable Disease Bureau. The employee in this position is under the immediate supervision of the Program Coordinator or designee assigned. The employee in this position focuses on health promotion and health systems navigation on various levels of the social framework of prevention. This includes individualized health education and patient navigation as well as group presentations. Conducts health education/promotion activities in Public Health clinics, the home or at the work-site to individuals and/or families on the prevention and early detection of breast and cervical cancer. Participate in recruiting clients for screening and follow-up services. Assess clients on determinants that contribute cancer health disparities. Conduct individualized (one-to-one) preventive care plans. Provide appropriate resources for clients to receive preventive care services. Assess and recruit potential clients for eligibility in receiving program services. Maintain and secure client files and confidentiality. Coordinate with resource (clinics, assistance programs, etc.) staff on client referrals. Assist in the development of culturally appropriate health promotion and educational materials. Maintain resource directory information to reflect current information. Assembles, prepares, and distributes patient education materials for clinics. Transport women as needed to the screening sites. Travels to Rota and Tinian to assist counterparts on health promotion activities and outreach screening clinics in their respective areas. Attends and participates in all pertinent health education/promotion workshop, training, conference, and seminars (inter-island, regional or national) to augment knowledge and skills. Submit required and requested reports in a timely manner. Performs other duties as assigned.

#### QUALIFICATION REQUIREMENTS:

Associates Degree in general studies or related field. One (1) year of work experience with the provision of social services, public health, community health education, support services, personal care, or related duties. Has experience working with different ethnic/ cultural individual groups. Must have a valid driver's license and passport, clear verbal and writing skills. Must be able to work with multi-agencies and various demographics, have good writing skills, proficient typing and computer skills, Microsoft Office programs skills, proficient with chart development or media development software, internet and social media skills necessary. Good report writing skills and oral presentation skills is competent in preparing reports, able to attend regional and national meetings, and fluent in English.

#### 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

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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.

to the Implementing Collaborating Projects to Reduce Cancer Incidence, Mortality and Modifiable Risk Factors in the CNMI, not to exceed 06/29/20.

**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 (two [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

