



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-071

POSITION:	Program Coordinator (Employee Occupational Health & Safety)	OPENING DATE:	<u>04/15/2024</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>04/26/2024</u>
SALARY:	\$26,626.08 - \$29,335.04 P/A (Certified) \$30,823.52 - \$35,682.40 P/A (Registered)		
PAY LEVEL:	04/01 – 04/03 (Certified) 05/01 – 05/04 (Registered) <i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Corporate Quality and Performance Management, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

The Employee Occupational Health & Safety (EOHS) Program Coordinator plays an active role within the Commonwealth Healthcare Corporation's Employee Health Program (EHP) Services in maintaining and continuously improving the services provided for all healthcare workers including on-boarding staff, interns, students, volunteers or contracted services that provide clinical support. He/she is responsible for the coordination and implementation of the EHP services and monitors current occupational health and safety standards to ensure the organization handles workplace hazards to help workers avoid unnecessary risks and promoting safety awareness in their environment. In this role, responsibilities include training and educating workers on State or Federal Regulations including but not limited to the Centers for Medicare/Medicaid Services (CMS), Occupational Safety and Health Administration (OSHA) and Up to Date guidance/recommendations from the Centers for Disease Control and Prevention and other national recognized organizations. Incumbent will be under the direct supervision of the EOHS Nurse who maintains an active nursing license.

DUTIES:

- The EOHS Program Coordinator shall maintain the privacy of the client and the confidentiality of the medical record.
- Participates in the policy and procedure process of review and/or revision when appropriate
- Implements program goals and policies that have been established by the organization.
- Facilitates the whole health care rendering process for the employees, from entry to return-to-duty.
- Coordinates the daily activities of the employee health clinic to allow for routine physical examinations, treatment of acutely ill employees, epidemiological follow-ups, routine screenings for tuberculosis, hepatitis, rubella, and acquired immunodeficiency syndrome (AIDS), employee education, and wellness related activities.
- Administers treatments based on established protocols and initiates referral for employees' problem presented during the visit. Such referral includes but is not limited to Population Health Services, Behavioral Health Programs or other resources available.
- Provides a complete and comprehensive pre-employment and annual health screening and documents findings in a systematic manner or problem-oriented medical record.
- Administers immunizations as recommended by the Centers for Disease Control and Prevention and monitors current State or Federal requirements.
- Maintains liaison activities with department leadership to provide a continuum of interest and credibility through personal communication efforts.
- Participates in the quality assurance program of the employee health service, such as monthly statistics on tuberculosis exposure/screening, hepatitis screening, rubella exposure/screening, AIDS exposure/screening and of employees seen in the employee health clinic.

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.

- Actively participates in the hospital safety and infection control committees and must collaborate with the personnel responsible for those committees as delegated by the EOHS Nurse.
- The incumbent must also be able to accurately assess those employees that present for treatment and initiate appropriate diagnostic and therapeutic measures according to protocol.
- The incumbent shall generate monthly statistical reports on tuberculosis, rubella, hepatitis, AIDS, and other epidemiological investigative reports to be presented to the EOHS Nurse.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education:

- Certified - Must have completed the educational requirements/didactic course (Certificate of Completion of an accredited Medical Assistant Program).
- Registered - Must be registered by examination through the National Registered Certified Medical Assistant (NRCMA) and license shall be submitted upon hire.

Experience: Minimum of three (3) years' experience in clinical or medical office setting. Additional background in public health, human resource and volunteer work in the healthcare field.

License/Certification:

- Certified - Required within one (1) year upon hire and up to date with renewals- Certification as a Medical Assistant registered by examinations through the NRCMA, National Certified Medical Assistant (NCMA), or Certified Administrative Medical Assistant (CMAA).
- Registered - Maintain current and active certifications and Basic Life Support (BLS) from acceptable training centers determined by the organization.

Other: Up to date with the seasonal influenza (flu) vaccine

KNOWLEDGE/SKILL/ABILITY:

Clinical Duties: (may include, but not limited to):

- Taking medical histories.
- Explaining treatment procedures to clients.
- Preparing clients for examinations.
- Assisting the physician during examinations.
- Collecting and preparing laboratory specimens.
- Performing basic laboratory tests.
- Instructing clients about medication and special diets.
- Preparing and administering medications, including by intramuscular, intradermal, and subcutaneous injections— including vaccinations/immunizations, as directed by a physician or other licensed provider (e.g., a nurse practitioner or physician assistant).
- Transmitting prescription refills as directed.
- Phlebotomy.
- Taking electrocardiograms.
- Provide first aid for injuries.

Administrative: (may include, but not limited to):

- Using computer applications.
- Answering telephones.
- Customer service.
- Updating and filing patient medical records.
- Filling out insurance forms.
- Scheduling appointments.
- Arranging for wellness referrals and laboratory services as necessary.
- Handling correspondence, billing, and bookkeeping.

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CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation 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. 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(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.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu’ St., Garapan, 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: apply@chcc.health

Direct Line: (670) 234-8951 ext. 3416/3410/3427/3583

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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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.