



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO 22-039

POSITION: **CHIEF NURSING OFFICER** OPENING DATE: **01/12/2022**  
NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**  
SALARY: **\$85,000.00 P/A**  
LOCATION: **Nursing Services, Commonwealth Healthcare Corporation, Saipan**

#### NATURE OF WORK:

The Chief Nursing Officer is responsible for organizing, planning, directing, evaluating, administering, and improving the entire Nursing Division program. The work is performed under the general supervision of the Chief Executive Officer who reviews the work and performance through conferences, meetings, and reports.

#### DUTIES:

- Coordinates and provides technical supervision under the hospital Nursing Services;
- Develops Nursing Services Organizational Structure;
- Plans, directs, organizes, and coordinates territorial wide nursing education programs;
- Assigns, duties/responsibilities and delegates authority accordingly;
- Develops, executes, and interprets Nursing Policies, Rules and Procedures and criteria essential in the maintenance of high standards of Nursing Care;
- Prepares, interprets, and executes personnel policies, house policies, and practices in the development of the policies affecting the Nursing Services Programs;
- Supervises studies to determine the potential validity of existing methods and procedures in Nursing;
- Confers with administrative superiors in the development of new and reorganized departments including the preparation of plans for new equipment and Nursing Staff;
- Analyzes and evaluates overall Patient Care programs;
- Reviews and analyzes administrative reports from Supervising Nursing Personnel;
- Counsels and disciplines Nursing Personnel for failure to abide by the Rules and Regulations governing the conditions of work or the defined Standards of Nursing;
- Serves as a member on Hospital Committees;
- Participates in community activities;
- Promotes harmonious interpersonal relationships with physicians, nursing staff, patients, families and visitors;
- Assists in the recruitment of Nursing Personnel for all patient care areas;
- Conducts Unit Managers/Nursing Supervisors meeting on a monthly basis;
- Conducts a general nursing staff meeting on a monthly basis.

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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.

**QUALIFICATION REQUIREMENTS:**

Master's Degree in Nursing; Ten (10) years of nursing experience of which four (4) years is in management.

**LICENSES/ CERTIFICATIONS:**

NCLEX certified, Current CNMI License.

**OTHER:**

Computer literate

**CONDITIONAL REQUIREMENTS:**

This position is a Full-Time employment status at 40 hours per week with a shift schedule of eight to twelve hours per day, Monday through Sunday with flexible day(s) off per week. 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: [apply@chcc.health](mailto:apply@chcc.health)

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756