

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-038
Opening Date: 5/20/2024
Closing Date: Until Filled

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

ysgpersonnel@gmail.com

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Data Clerk
Ungraded \$ 307.70 B/W
\$ 8,000.20 P/A

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

WCHC

**Department of Health Services
Colonia Yap 96943**

DUTIES:

Update work order registry of patients who are eligible/overdue for visits or services from the following programs/activities as required : Dental prevention, Immunization, NCD, Sanitation (i.e. households due for routine sanitary inspection)-(monthly), Family Planning, MCH, including children with special needs, rheumatic fever patients ,MCH, prenatal, STI/HIV TB/Hansen's, Mental Health and Substance Abuse, Household survey, Hospital Discharges needing follow up (meets with hospital nursing staff for discharge planning daily), and others, to be developed. Update work order registry for any recommended home visits sorted by site and village for delivery to sites medical officer, where they are given to Community Health Workers to give services. Assist Case Manager in delivering work orders and H-Form to the Health Center site's supervisor. Assist Case Manager with weekly worksheets by filing and distributing to Public Health Coordinators, Laboratory Supervisor, and Record Room. Assist Case Manager with updating Cholesterol Screening and Community Health Screening Registry. Any other duties as assigned by the WCHC Chief Executive Officer.

MINIMUM QUALIFICATION REQUIREMENT:

A.S. Degree in the field of Data Collection, computer information system and or related field. Minimum of two years working in the field. Certificate of Training in data processing. Must hold a valid driver's license.

Preferred Knowledge, Skills & Abilities.

Excellent knowledge of program principles and regulations. Sharp leadership qualities and performance including; sound decision making, reliability, strategic knowledge, initiative, interpersonal communication skills, and organizational ability. Strong knowledge of health care logistics, monitoring and evaluation, and quality improvement strategies. Knowledge of principles and techniques of health promotion. Ability to work well with diverse client/center needs in order for smooth collaboration. Do not use other illegal drugs and must be honest fair and committed. Strong computer knowledge and skills, especially in MS Excel and data processing software. Three data test (basic, intermediate & advance) must passed during the probationary period.