

EXAMINATION ANNOUNCEMENT



E.A. No.: YP- 24- 026
Opening Date: 4/5/2024
Closing Date: Until Filled

OFFICE OF ADMINISTRATIVE SERVICES
Division of Personnel
Email: 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: Nursing Clerk (Ward)
UNG. 6,011.20 PA
\$ 231.20 BW

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:

Clinical Care
Department of Health Services
Yap State Government 96943

DUTIES:

To complete admission and discharge process including orientation to ward and preparation for discharge home. Escort patients up to business office. Ensure complete and updated information in patient files for billing and contact purposes. Promote a safe and quiet and helpful environment for patients and their family members as well as staff. Complete weekly inventory and restocking of forms, supplies and equipment. Regular data collection, entry and analysis for planning and reporting purposes.

MINIMUM QUALIFICATION REQUIREMENT:

Certificate of completion as a nursing assistant or equivalent from an approved nursing training institution or program. Has reliable transportation to and from work. Is honest and dependable.

Preferred Knowledge, Skills and abilities;

Possess computer skills, microsoft, excel etc. Good knowledge of office equipment. Maintains good standards of personal cleanliness and grooming. Practices a good work ethic as per DHS guidelines. Attends C.E. Programs and keep record of training and hours. Attends staff meetings as required.

Interested applicants must submit the following document:

1. A complete Yap State Government Employment Application Form.
2. Current Resume and copy of FSM Social Security Card.
3. High School Diploma or Copies of all training certificates and college degrees earned.
4. Police Clearance under 6 months old.
5. A minimum of three professional reference letters under 1 year old.
6. Valid driver's license.

SECURE EMPLOYMENT APPLICATION FORM FROM AND RETURN TO YAP STATE PERSONNEL OFFICE