

# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-023  
Opening Date: 1/6/2025  
Closing Date: Until Filled

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

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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: Shift Nurse Supervisor  
UNGRADED 17,326.40 PA  
\$666.40 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 FM 96943

#### DUTIES:

Responsible for quality patient care on assigned shift by following and enforcing established DHS policies and procedures and working in accordance with the FSM Standards of Nursing Practice. Responsible for ensuring adequate staffing levels in all clinical care areas during the assigned shift by accurate assessment, planning, implementation and evaluation of patient needs. Supervises clinical care areas and performs regular rounds to observe direct, advice and assist staff as required. Work closely with medical officers and multidisciplinary team to ensure optimum patient care. Supports and interprets DHS policies to patients, visitors and attendants. Assist in maintaining strict inventory control of controlled drugs. Authorizes overtime, emergency leave, sick leave and annual leave. Takes responsibility for any disciplinary actions required during shift. Notifies clinical care nurse in cases of emergency and supervises the situation until relieved by person of higher authority. Assists to evaluate performance of graduate and practical Nurses annually. Attends weekly shift supervisors meeting. Maintain DHS policies related to work ethics and conduct by abiding by set personal and professional standards. Takes responsibility for own professional growth by applying available workshops and seminars to further develop clinical competence, management and leadership skills.

#### MINIMUM QUALIFICATION REQUIREMENT:

Current FSM nursing license. Five years or more experience as a Staff Nurse III. Certification in a specialty area in nursing practice OR currently working on certification.

Preferred Knowledge, Skills and Abilities;

Possesses a thorough knowledge of nursing theory and practice and emergency procedures. Possesses a thorough knowledge of DHS Nursing policies and procedures. Able to assist with classroom teaching and clinical mentoring of nurses and nurse trainees as assigned. Effective supervisory and communication skills.

#### 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**