

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-023
Opening Date: 4/5/2024
Closing Date: 5/5/2024

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: NCD Patient Assistant
ung. \$ 7,000.24 pa
\$ 269.24 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:

WCHC
Department of Health Services
Yap State Government 96943

DUTIES:

Reviewing patients test level and exceed levels and follow up with doctor. Educate/ counsel patients family members if needed to improve diet and appropriate physical activities to maintain normal tests level. Help patients understand and to maintain their Health maintenance record at home and WCHC data updated. Work with case manager and NCD coordinator to coordinate patients follow ups and treatment. Work with sites supervisors and LHC to provide NCD groups/ individuals counseling in prevention and control of NCD. Obtain/ develop and provide updates NCD information to NCD groups and individuals. Performed other duties as assigned by the NCD doctor and CEO.

MINIMUM QUALIFICATION REQUIREMENT:

High school graduate with at least 3 years work experience. Preferred at least AA degree in health related field, especially in NCD prevention and education or related. Strong organizational ability, able to multi-task and have excellent verbal communication skills. Computer skills in word process and spread sheet is helpful. Can speak local language, write and speak good english. Ability to work well with patients to educate, help and support patients follow up their treatment plan and counseling. Must be willing to attend related work trainings on NCD. Must be honest and responsible and follow instructions to complete assigned duties accordingly. Does not use alcohol or use other illegal drugs.

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