

Honorable Lemanu P.S. Mauga
Governor

Honorable La'apui Talauega E. V. Ale
Lieutenant Governor



Max Tuitele
DHR Acting Director

Falo Johansson
Deputy Director

Lucille Thompson Leota
Acting Deputy Director

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: <i>Service Coordinator</i>		Posting Date: <i>October 30, 2024</i>	Serial No.: <i>144-24</i>
Department/Division: <i>Department of Health</i>		Closing Date: <i>November 20, 2024</i>	Announcement No.: <i>144-24</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-14/\$19,567 - \$55,057p.a.</i>	

General Description:

The Service Coordinator coordinates and monitors services for Children and Youth with special Healthcare Needs enrolled in the Maternal and Child Health program. Also collaborates with the Physicians and other service providers to ensure assigned kids follow/meet medical follow up as outlined on CYSHCN Standard Operating Procedures. Coordinates all Assessments for all CYSHCN and referred to the program and facilitates Individualized Health Service Planning (IHSP) Team for infants and toddlers found eligible to receive care coordination services. Works closely with clinical team to ensure quality of services are provided for children with special health care needs and their families.

Key Duties and Responsibilities:

- Responsible for conducting intakes for newly assigned referral to gather family background, medical history, and discusses all procedural safeguards with families.
- Responsible for coordinating the performance of evaluations and all necessary specialist assessments for assigned CYSHCN clients
- Responsible for gathering all completed evaluations and assessments from specialists to prepare child's record
- Facilitates and participates in the development, review, and evaluations of Individualized Family Service Plans (IFSP)
- Assists families in identifying available service providers and handles all referrals to necessary services providers
- Coordinates and monitors the delivery of available services as outlined on a child's IFSP
- Informs families of the availability of advocacy services
- Coordinates child's appointment with medical and health providers as needed and necessary

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485/ Email: hr@americansamoa.gov / Fax: (684) 633-1139
"Commitment to Service and Integrity"

- Facilitates the development of a transition plan with families to preschool services and Special Education Services, if appropriate
- Coordinates all services across agency lines as necessary or requested by family members
- Serves as the single point of contact in helping parents to obtain the services and assistance they need
- Provides family support and/or counseling as it pertains to the overall deliverance of assigned child's intervention services stipulated on the IFSP
- Coordinates the provision of early intervention services and other services (such as medical services for other than diagnostic and evaluation purposes) that the child needs or is being provided
- Facilitates the timely delivery of available services between Specialists to ensure

Knowledge, Skills, and Ability:

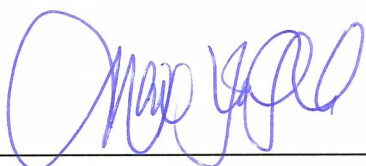
- Demonstrate knowledge and understanding about children and youth with special healthcare needs
- Strong assessment skills and report writing and documentation skills
- Minimum of Bachelor of Arts degree or a Master's degree in Education/Special Education, Social Work, Psychology or related field
- Minimum of 2 years' experience in Special Education, Health, Social Work, or related field
- Speak fluent Samoan language
- Have a valid local driver's license

Academic and Experience Requirements:

- Applicant must have a master's degree or bachelor's plus five (5) years or three (3) years of supervisory.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Max Tuitele

Acting Director, Department of Human Resources

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