



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

JOB ANNOUNCEMENT

Job Title: Certified Nurse Assistant	Posting Date: DEC. 18, 2025	Serial No.: 161-25
Department/Division: Health / BCCP	Closing Date: DEC. 31, 2025	Announcement No.: 161-25
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the public	Pay Grade and Salary Range: GS-09 / \$16,467 - \$41,817 p.a.

General Description:

Working in a variety of environments, from clinics and health centers to villages and faith-based organizations to meet the needs of the Breast and Cervical Cancer priority population. Certified Nurse Assistants trained to perform and assist the program provider and/or nurse to screen eligible women. They also provide an important educational and advisory service for patient and families, offering information on various aspects of breast and cervical screening. In some situations, community nurse assistant may be expected to provide emergency care under the direction of the program Physicians and/or Nurse.

Key Duties and Responsibilities:

- Basic care – such as checking temperature, blood pressure, and breathing (vital signs monitoring as appropriate) during clinic/health centers, village and faith-based screening services.
- Conduct informational session and recruit eligible women to utilize program services.
- Assist Physician/Nurse with screening and other procedures.
- Setting up clinical room, designated village screening area, faith based assigned space for B&C screening.
- Maintain accurate patient records and assist with data entry in the program database.
- Collect Pap Smear swabs and record accordingly before transporting them to the Lab for analysis.
- Book appointments as per request, checking test results with confirmation from medical professional.
- Responsible to always uphold principles and practice of infection prevention and control.
- Assist with inventory management of medical and educational supplies for the program.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799

Ph: (684) 633-4485 / Email: info@hr.as.gov

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- Participate in ongoing training and mentoring to strengthen knowledge and skills in women's health, cancer prevention, and patient support.
- Help identify and encourage eligible women to participate in the program.
- Maintain CAN certification and comply with all DOH standards.
- Help set up and recollect the equipment before, during and after screening operation.
- Ensure correct documentations are recorded, maintain accurate and detailed clinical records, book follow up appointments, ensure referrals are received and actioned accordingly and request Physicians required tests.
- Other related duties assigned by the supervisor.

Knowledge, Skills, and Ability:

- Possess a familiarity with computers and MS Windows; possess the ability to communicate both orally and writing in English and Samoan.
- Work effectively in a team environment and possess knowledge of community and health resources for referral purposes.
- Must have experience and be comfortable with public speaking and effectively communicate with patient.
- Must have problem-solving skills and interpersonal skills to be able to conduct and carry out the position duties and responsibilities.
- Required to travel out in the community for village and faith-based screening as scheduled. On occasion, some interisland (Manu'a) travel may be required.
- International travel required to and from for BCCP related conferences.
- Able to use clinical supplies, telephones, fax, computer, printer and internet to keep up with changing guidelines in screening and healthcare recommendations, and other required equipment's for B&C screening services.
- Adverse working environment: Incumbent will work in a clean clinic and office environment. They will be exposed to all weather and any facility (clinic, home, village, office etc.) conditions depending on the screening site.
- Incumbent will work early hours to prepare and organize during scheduled screening hours. They will also work after hours as scheduled for women's clinic at the community health centers or at the villages and faith-based organizations. They may need to work nights and weekends to attend community forums or program meetings as needed.

Academic and Experience Requirements:

- Applicants must have an associate's degree plus four (4) years of relevant work experience.
- Must have a Certified Nurse Assistant (CNA) certification or some background experience working in a clinical and community health center setting.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

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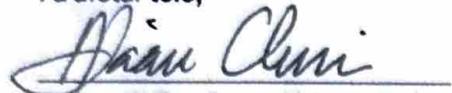
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Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 699-8895.

Fa'afetai tele,



Titiaoalii Dr. Asenati Letitaia Saau-Umi
Director, Department of Human Resources

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