

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Saau-Umi
DHR Director

Max Tuitele
Deputy Director

Falo Johansson
Deputy Director

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

JOB ANNOUNCEMENT

Job Title: <i>Implementation Coordinator (HFA)</i>		Posting Date: <i>August 17, 2026</i>	Serial No.: <i>124-26</i>
Department/Division: <i>Health / MIECHV</i>		Closing Date: <i>September 07, 2026</i>	Announcement No.: <i>124-26</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-11/\$17,069 - \$42,419p.a.</i>	

General Description:

This position will assist the Supervisor with adhering and complying with HRSA and Grant Regulations concerning home visiting services to the MIECHV Program, data collection and general duties at the reception area.

Key Duties and Responsibilities:

- Supporting the American Samoa MIECHV with HFA implementation and accreditation.
- Providing ongoing technical assistance to HFA site staff and leadership.
- Delivering department training such as in-person training, e.g. team coordinator training and implementation.
- Participating in department CQI include trending of both internal and external Implementation and Accreditation activities.
- Participating in the review and update of the HFA Best Practice Standards, including communication of changes to the Network.
- Maintaining accreditation tracking system to monitor status of the Aiga Manuia HFA site in American Samoa.
- Attending all staff meetings to represent HFA Aiga Manuia program under review.
- Developing resource materials to support sites with HFA implementation and accreditation.
- Responsible for training staff, management and team coordinators.
- Perform other job-related duties as assigned.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 699-4481/ Email: info@hr.as.gov

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Knowledge, Skills, and Ability:

- Knowledge in health-related fields and administrative procedures.
- Knowledge of Public Health principles and safe practices preferred.
- Knowledge of privacy laws and regulations-HIPPI
- Knowledge of the organization and composition of letters, minutes reports, charts and spreadsheets Speech and hearing skills necessary for telephone interaction and face to face contact.
- Visual acuity to read computers screen and paper document.
- Excellent communication skills, including both writing and public speaking.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions of managers, clients, customers, and the public.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Academic and Experience Requirements:

- Applicants must have a bachelor's degree from an accredited college or university plus 3 years of relevant experience.
- 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 699-4481.

Fa'afetai tele,



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi
Director, Department of Human Resources

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