

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaolii Dr. Asenati Ietitaia Saau-Umi
DHR Director

Max Tuitele
Deputy Director

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Deputy Director

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

JOB ANNOUNCEMENT

Job Title: Counselor I		Posting Date: November 24 th , 2025	Serial No.: 156-25
Department/Division: Corrections		Closing Date: December 5 th , 2025	Announcement No.: 156-25
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the public	Pay Grade and Salary Range: GS-11 / \$17,069 - \$42,419 p.a.	

General Description:

- Provides skill building and supervision to juveniles in custody detention services to programs and within the community.

Key Duties and Responsibilities:

- Assist in providing individual and family skills training; provides skill-building through the implementation of effective practices in community supervision to address behavioral and emotional problems.
- Directs supervision and control of activities of juveniles to include leading activities and groups; organizes household responsibilities and ensures follow-through by juveniles: verbally intervene and de-escalate potential crises as needed. May be assigned to dispense medication as required.
- Screens juveniles to determine program placement and resource needs; Refers juveniles to community agencies; counsels juveniles on personal adjustment issues. Assists in the coordination with juveniles' families for assessment and case management; counsels juveniles in establishing personal goals and plans and documents observed behaviors, contacts, and progress.
- Admits juveniles for detention; determines whether juveniles should be conditionally released, placed in alternative care, or placed in detention based on information provided by police or others or as applied by statutes.
- Assists in creating a positive and supportive work environment; enforces a safe workplace establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace equity, diversity, and inclusion and actively promotes an environment respectful of living and working in a multicultural society.
- Arranges for space and transport of admitted juveniles to the detention facility.
- Arrange for medical attention and provide crisis counseling by telephone.

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: info@hr.as.gov

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- Develops community service worksites, schedules work crews, and supervises juveniles participating in group work projects.
- Supervises juveniles in community programs and visits juveniles at their homes, schools, and places of employment.
- Prepares reports for courts and maintains records of juveniles casework, including interviews, assessments, services provided, and juveniles' progress.
- Develops and maintains familiarity with community resources and partnerships available to juveniles.
- Provides guidance, leadership, or training to other employees.
- Directly responsible for supervising non-exempt, clerical, or office administrative personnel.
- Directly responsible for supervising exempt, professional, or technical employees.
- Reports to the Director, Deputy Director and Managers.
- Adhere to all legal guidelines and standards.
- Assist the operation and department in other facets.

Knowledge, Skills, and Ability:

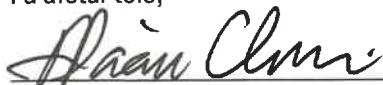
- Proven work experience as a Correctional Counselor or similar role.
- Strong understanding of the criminal justice system and correctional procedures.
- Experience with crisis intervention and risk assessment.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive situations with patience and professionalism.
- Knowledge of counseling theories and techniques.
- Ability to pass a background check and drug test.
- Able to work during rainy or hot weather.
- Able to bend to conduct follow-up inspections, walk for periods of time and drive.
- Able to attend trainings and conferences relating to program locally and off island.
- May work after hours or be ON-CALL.

Academic and Experience Requirements:

- Applicants must have a bachelor's degree from an accredited college or university plus three (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 699-2777.

Fa'afetai tele,



Titiaoaalii Dr. Asenati Ietitaia Saau-Umi

Director, Department of Human Resources

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