

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii 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: Clinical Director		Posting Date: December 8, 2025	Serial No.: 159-25
Department/Division: Health /CHC		Closing Date: December 19, 2025	Announcement No.: 159-25
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the public	Pay Grade and Salary Range: \$85,000 p.a	
Amendment: Corrected Salary Range from GS-16/\$25,012 - \$65,572p.a to \$85,000 p.a			

General Description:

- Responsible for the overall operations of assigned community health centers, including Tafuna Family Health Centers, Leone CHC, Amouli CHC, Manu'a Health centers, and any new health centers established within the next 3-10 years, using 2013 as a baseline year. Oversees functions such as registration, medical records, financial and budget analysis, facility operations, and personnel management of all non-provider staff. Ensures compliance with accreditation, regulatory, federal, and state rules/regulations, as well as organizational protocols, policies, and procedures.

Key Duties and Responsibilities:

- Manages assigned personnel, including staffing, orientation and training, performance management, and competency assessments.
- Maintains compliance with Primary Health Care policies and procedures, and with external regulatory bodies such as Joint Commission, HCFA, and BPHC.
- Facilitates performance improvement activities for assigned units, including improvement initiatives, health disparities collaborative efforts, patients and staff satisfaction, unit PI, and safety activities.
- Assesses staff productivity using organizational or industry standards.
- Ensures adequate and efficient workflow in the assigned units.
- Monitors clinic provider schedules regularly and collaborates with other PHC management staff to adjust support staff as needed to meet provider demand.
- Participates in the development of the annual operating budget, responsible for monitoring compliance with visits, revenue, and expense projections monthly.

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

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- Perform public relations and patient liaison activities, including conflict resolution, complaint disposition, and patient survey administration and reporting.
- Monitors and approves supply and equipment requisitions. Coordinates purchasing and inventory management of supplies and equipment.
- Coordinates and maintains the environment for assigned units in conjunction with the Safety Officer, including fire and emergency drills, life safety checks, equipment checks, and other monitoring activities as outlined in the Environment of Care plan.
- Serves as a liaison with other PHC units and locations.
- Acts as a liaison to external insurance and managed care organizations, providing information related to the assigned unit.
- Coordinates with the Medical Director on patient care issues as requested or necessary.
- Attends PHC meetings, including designated Board meetings, management, and performance improvement meetings; attends external meetings, groups, or events as appropriate to the scope of the position and/or as assigned by the Medical Director.
- Participates in community relations, marketing, and fundraising efforts as assigned by the Medical Director.
- Coordinates operations of assigned units with other Primary health Care projects and priorities as needed.
- Provides guidance, leadership, or training to other employees.
- Directly responsible for supervising non-exempt, clerical, or office administrative personnel.
- Directly responsible for supervising supervisory/managerial employees.
- Reports to the Medical Director.
- Job titles directly report to this position: General Practitioner, OBGYN, Pediatricians, Surgeons, Internists, Psychiatrist, Dentist, Dental Therapists, Dental Hygienist, Dietitians, Pharmacist, Medical Laboratory Technicians.
- Job titles indirectly reporting to this position: (e.g. Titles reporting to position's subordinates:); RN's, LPNs, CNAs, DAs.
- This role is typically based in a clinic or hospital setting.
- May require working evenings, weekends, and being on-call.
- Involves travel to various community health centers and participation in outreach activities.
- Perform other duties as assigned by Medical Director and/or the Director of Public Health.

Knowledge, Skills, and Ability:

- In-depth knowledge of medical procedures and treatments.
- Ability to handle stressful situations and make quick decisions.
- Proficiency in using medical software and electronic health records.
- Empathy and a patient-centered approach to care.
- Proven leadership and team management skills.
- Excellent diagnostic and problem-solving abilities.
- Strong communication and interpersonal skills.
- **Clinical oversight:**
 - Regular Meetings: The Clinical Director may have regular meetings with a supervising physician or medical director to discuss patient cases, treatment plans, and any challenges faced.
 - Case Reviews: Periodic reviews of patient cases to ensure that the care provided meets the required standards and guidelines.
- **Performance Monitoring:**

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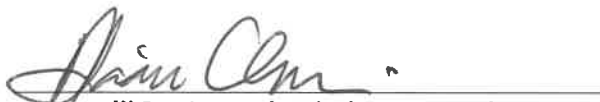
- Feedback Sessions: Constructive feedback sessions to discuss performance, areas for improvement, and professional development.
- Performance Evaluation: Formal evaluation to assess the practitioner's adherence to clinical protocols, patient care standards, and overall job performance.
- **Administrative Supervision**
 - Policy Compliance: Ensuring that the practitioner complies with hospital or clinic policies, procedures, and regulatory requirements.
 - Documentation Review: Regular checks on medical records and documentation to ensure accuracy and completeness.
- **Support and Guidance:**
 - Mentorship: Providing mentorship and guidance to help the practitioner navigate complex cases and develop their clinical skills.
 - Resource Availability: Ensuring that the practitioner has access to necessary resources, such as medical equipment, reference materials, and continuing education opportunities.

Academic and Experience Requirements:

- Applicants must have a master degree (preferably a medical degree) plus five (5) years of work-related experience, three (3) years of supervisory capacity
- OR a bachelor degree plus six (6) years, four (4) years of supervisory capacity
- Must have a medical license and board certification
- Minimum of five (5) years of experience as a General Practitioner.
- 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,



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Director, Department of Human Resources

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