

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaolii 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: Service Coordinator		Posting Date: April 29, 2026	Serial No.: 063-26
Department/Division: Health / Helping Hands		Closing Date: May 5, 2026	Announcement No.: 063-26
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-11/\$17,069 - \$42,419p.a.	

General Description: The HHEIP Service Coordinator coordinates and monitors all early intervention service provided for assigned infants, toddlers, and their families. Coordinates all Assessments for all infants and toddlers referred to the program and facilities Individualized Family Service Planning (IFSP). Teams for infants and toddlers found eligible to receive early intervention services. Works closely with clinical teams to ensure quality of service provided to infants, toddlers, and their families.

Key Duties and Responsibilities:

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

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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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- Facilitates and development of transition plans 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 a single point of contact in helping parents to obtain the services and assistance they need.
- Provide 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 Specialist to ensure timely services.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Demonstrate knowledge and understanding about infants and toddlers who are eligible.
- Knowledge of the Individuals with Disabilities Education Act and the federal regulations, the nature and scope of services available under the Territory's intervention program.
- Strong assessments skills and report writing and documentation skills.
- Speak fluent Samoan language.

Academic and Experience Requirements:

- Applicant must have a bachelor degree from an accredited university or college plus 3 years of relevant work 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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