

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

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Deputy Director

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

JOB ANNOUNCEMENT

Job Title: <i>Family Support Specialist Supervisor I</i>		Posting Date: <i>August 13, 2026</i>	Serial No.: <i>122-26</i>
Department/Division: <i>Health / MIECHV</i>		Closing Date: <i>September 03, 2026</i>	Announcement No.: <i>122-26</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-12/\$17,673 - \$43,023p.a.</i>	

General Description:

The Family Support Specialist Supervisor I primary role is to provide ongoing, intensive, professional supervision to the direct service staff.

Key Duties and Responsibilities:

- Administrative experience in human services programs. Coordinate referral services.
- Empowering, nurturing, and engaging staff to ensure compliance with grant requirements.
- Knowledge of material-infant and experience in managing / motivating staff as well as providing support in stressful working environments. Weekly reflective supervision with immediate staff.
- Determine eligibility for home visitation services.
- Collects and reports all required assessment data in an efficient and precise manner from tools provided.
- Experiencing working with culturally diverse communities / families and the ability to be culturally sensitive and appropriate.
- The Supervisor also assists in the selection of staff, participates in the orientation and in-service training, conducts record reviews.
- Assists in or maintains the data collection system, implements a quality assurance plan.
- The supervision should be directed not only toward assuring quality of service provision, but also toward protecting the integrity and respect of the families served.
- The Supervisor should have weekly supervision time for each staff member, with at least two hours allotted for each session.

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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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- The Supervisor may also act as the Program Manager, depending on the size and resources of the site.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- To support their competency, the FFS Supervisor must be knowledgeable of and have maintained expertise in providing home-based services as well as been trained in and have experience in completing the assessment procedures utilized to determine families to be served by the program.
- The supervisor may also act as a liaison with other agencies and monitor contracts as well as the ongoing program development.
- The Supervisor usually functions as the team leader, conducting team meetings and planning groups and providing daily support and crisis management.
- Completed Parent Survey Certification Training, Staff Development training on Breastfeeding, Data Reporting, Prenatal Development, Performance Measures
- Knowledge to perform tasks for reporting purposes and compliance for model fidelity.

Academic and Experience Requirements:

- Applicants must have a master's degree from an accredited college or university plus 1 year of relevant work experience OR bachelor plus 3 years, 1 year of supervisory.
- 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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