# JOB ANNOUNCEMENT

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<th><strong>Job Title:</strong></th>
<th><strong>Posting Date:</strong></th>
<th><strong>Serial No.:</strong></th>
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<td>Division Head II</td>
<td>July 25, 2024</td>
<td>091-24</td>
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<th><strong>Department/Division:</strong></th>
<th><strong>Closing Date:</strong></th>
<th><strong>Announcement No.:</strong></th>
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<td>Department of Health</td>
<td>August 01, 2024</td>
<td>091-24</td>
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<th><strong>Type of Position:</strong></th>
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<th><strong>Pay Grade and Salary Range:</strong></th>
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## General Description:
Oversees the entire system of Early Intervention (EI) Services for the territory of American Samoa. Responsible for program annual grant application preparation and submission, prepares program annual budget for review by the DOH Finance division to be approved by the DOH Director. Coordinates management of program financial funds with the DOH Finance division, the American Samoa Government (ASG) Treasury Office, the ASG Budget Office, and the ASG Office of Procurement. Completes Annual Performance Report (APR), State Performance Plan (SPP), State Systemic Improvement Plan (SSIP), coordination of hiring, processing program vendor contracts including all Allied Health Professionals required for EI services. In addition, the Division Head develops new and maintains existing policies and procedures to ensure compliance with the Individuals with Disabilities Education Act. Works closely with the Early Intervention Program Manager to coordinate and monitor all early intervention services provided for infants, toddlers, and their families. Corresponds directly with federal grantor, the Office of Special Education Programs (OSEP) under the United States Department of Education. Compiles program performance reports to be submitted to the lead agency (DOH) as required by the department. Reports to the Department Deputy Director and Department Director.

## Key Duties and Responsibilities:
- Reports directly to the DOH Deputy Director and Director.
- Oversees management of Part C funds in collaboration with the DOH Finance division, the ASG Treasury department, the ASG Budget Office, and the Office of Procurement.
- Manages all employees and contracted specialists in the EI program [i.e. Program Manager, Administrative Assistant, 5 Service Coordinators, Child Find Coordinator, Data Entry Technician, and 3 Specialists (Occupational Therapist, Physical Therapist, and Speech and Language Pathologist)]

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*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: hr@americansamoa.gov / Fax: (684) 633-1139

"Commitment to Service and Integrity"
 Responsible for development of Sole Source requests and Requests for Proposals to be submitted to the ASG Office of Procurement for vendors.

 Manages program staff recruitment and hiring through the DOH Human.

 Responsible for recruitment of necessary allied health professionals.

 Complete annual program budget to be included in the annual grant application to be reviewed by the DOH Finance division and DOH Director for submission to the grantor.

 Complete and submit the program's SPP/APR to be submitted every February.

 Complete and submit SSIP progress data reports detailing implementation activity efforts as outlined in its plan, potential program improvements, challenges directly related to SSIP activities.

 Supervises Administrative Assistant with procuring program operating supplies, office supplies, equipment, contracts, and other expenses necessary for the successful implementation of EI services.

 Coordinate with Program Manager to provide EI IDEA regulations and programmatic procedures orientation/training to all new EI new hires and existing EI staff/specialists.

 Conduct monthly In-Service training for on-going staff development.

 Develop new EI program policies that correlate to IDEA regulations and revise existing policies and procedures as needed.

 Schedule and facilitate quarterly Quality Assurance reviews to conduct child chart reviews to verify accuracy of documentation and record keeping ensuring compliance with Part C/IDEA regulations.

 Develop program performance reports to be submitted to the Lead Agency.

 Fill in any vacant positions vacated by former employees.

 Other duties as assigned by the department Deputy Director and/or Director of Health

**Knowledge, Skills, and Ability:**

 Demonstrate knowledge and understanding about infants and toddlers who are eligible.

 Knowledge of the Individuals with Disabilities Education Act (IDEA) and the federal regulations for the nature and scope of services available under the Territory's intervention program.

 Strong Supervisory/Managerial skills, minimum of 5 years.

 Knowledge of Evidenced-Based Practices for Early Intervention practices.

 Strong experience preparing Sole Source Requests, Requests for Proposals, and overall procurement process.

 Have strong assessment skills and report writing and documentation skills.

 Speak fluent Samoan language.

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"Commitment to Service and Integrity"
Academic and Experience Requirements:
➢ Applicant must have a master’s degree from an accredited college or university plus four (4) years of work experience and two (2) years of supervisory capacity.
➢ OR a bachelor’s degree from an accredited college or university plus five (5) years of work experience and three (3) years of supervisory 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 633-4485/633-4000.

Fa’afetai tele,

[Signature]
Max Tuitele
Acting Director, Department of Human Resources