

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

Falo Johansson  
Deputy Director

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

**JOB ANNOUNCEMENT**

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| <b>Job Title:</b><br><b>Coordinator (SSIP)</b>               | <b>Posting Date:</b><br><b>June 26, 2026</b>                                  | <b>Serial No.:</b><br><b>102-26</b>  |
| <b>Department/Division:</b><br><b>Health / Helping Hands</b> | <b>Closing Date:</b><br><b>July 16, 2026</b>                                  | <b>Announcement No.:</b><br><b>102-26</b>                                  |
| <b>Type of Position:</b><br><b>Temporary Appointment</b>     | <b>Posting Type:</b><br><b>Employment Opportunity/<br/>Open to the Public</b> | <b>Pay Grade and Salary Range:</b><br><b>GS-11/\$17,069 - \$42,419p.a.</b> |

**General Description:**

The coordinator (SSIP) develops an implement an improvement plan for early intervention services to improve service provider performance and competency and improved outcomes for infants, toddlers, and their families: Coordinates all professional development assessments, workshops, and trainings for EI staff and specialists: collects and analyzes data on social provider performances and child outcomes: and work closely with the entire team to ensure quality of service is provided to infants, toddlers, and their families.

**Key Duties and Responsibilities:**

- Responsible for producing a State Systemic 6-year Plan to improve results for child outcomes and service provider performance.
- Responsible for coordinating the performance of service provider self-assessments and all necessary specialist assessments.
- Responsible for gathering all completed assessments to determine training topics for all Early Intervention service providers.
- Facilitates and participates in professional development workshops and training.
- Assist EI specialists in identifying available resources to assist families in improving child performance.
- Coordinates and monitors all SSIP planned activities throughout the year.
- Develops and submits the annual SSIP report to the United States Department of Education.
- Facilitates quarterly training by EI Specialists.

***This is an Equal Employment Opportunity Employer***

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

Ph: (684) 699-4481/ Email: [info@hr.as.gov](mailto:info@hr.as.gov)

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- Coordinates all services across agency lines as necessary or requested or needed by the service provider.
- Serves as the single point of contact in according to in-service trainings, and interagency collaboration.
- Develop and coordinate program improvements and plan activities.
- Collects and analyzes data for reporting to the United States Department of Special Programs.
- Perform other job-related duties as assigned.

**Knowledge, Skills, and Ability:**

- Demonstrate knowledge and understanding about infants and toddlers who are eligible.
- Knowledge of individuals with Disabilities Education Act (IDEA) 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.
- Have a valid driver license.

**Academic and Experience Requirements:**

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



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Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi  
Director, Department of Human Resources

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