Lemanu Peleti Mauga  
Governor

Talauega E. Ale  
Lieutenant Governor

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

JOB ANNOUNCEMENT

<table>
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<tr>
<th>Job Title: Eligibility Worker I</th>
<th>Posting Date: June 27, 2022</th>
<th>Serial No.: 152-22</th>
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<td>Department/Division:</td>
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<tr>
<td>Department of Human and Social</td>
<td>Closing Date: July 01, 2022</td>
<td>Announcement No.: 082-22</td>
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<td>Services/ASNAP</td>
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<td>Type of Position:</td>
<td>Posting Type:</td>
<td>Pay Grade and Salary Range:</td>
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<td></td>
<td>Open to the Public</td>
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General Description:
The Eligibility Worker I meet, greet, and provide information about the Program and related services. Determines and schedule attendance for Program orientations for all interested individuals, and scan documents, schedule appointments for recipients to assign them with their respective Eligibility Worker. Refer recipients to Certification, Issuance, or Retailer Unit. Review full range of case files involving previous denials to evaluate disability eligibility policies and procedures. Extract a variety of information on program development techniques, disability evaluation and other indicators of program performance. The Eligibility Worker I will receive directions and instructions from the Certification, Client Services, and IT Manager.

Key Duties and Responsibilities:
- Provide information about ASNAP.
- Provide direction within the building.
- Accept, screen, input and scan required documents prior to referring individuals to Certification, Issuance, or Retailer Units.
- Refer recipients and other potential applicants to Certification, Issuance, or Retailer Units.
- Refer recipients to the Nutrition Education during mass issuance benefits.
- Schedule appointments for individuals to meet with their respective Eligibility Worker.
- Schedule attendance for program orientations.
- Keep a log of recipient complaints and refer them to the supervisor for immediate intervention.
- Perform other job related duties as assigned.

Knowledge, Skills and Ability:
- Obtain skills or training in analyzing medical and vocational evidence for disability claims and benefits.
- Obtain computer skills experience with MS Office Suite (Word, Excel, Power-Point, etc.)
- Ability to communicate technical information, both orally and in writing.

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
"Here To Serve"
Academic and Experience Requirements:
- Applicant must have an Associate’s Degree from an accredited college or university plus four years of work related experience.
- Years of progressively responsible working experience may be substituted for 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