

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

Job Title: <i>Service Coordinator</i>	Posting Date: <i>June 23, 2026</i>	Serial No.: <i>100-26</i>
Department/Division: <i>Health / Helping Hands</i>	Closing Date: <i>July 13, 2026</i>	Announcement No.: <i>100-26</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-11/\$17,069 - \$42,419p.a.</i>

General Description:

The Service Coordinator coordinates and monitors all early intervention services 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. Work Closely with clinical team 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 conducting 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 services 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 the development of a transition plan 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 the single point of helping parents to obtain the services and assistance they need.
- Provides family 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.
- 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:

- Applicants must have a bachelor's degree from an accredited college or university plus 4 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,

for Asenati 6/18/26
 Titiaoaalii Dr. Asenati Ietitaia Sa'au-Umi
 Director, Department of Human Resources

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