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

JOB ANNOUNCEMENT

| Job Title:                                      | Posting Date:       | Serial No.:       |
|                                               |                   |                  |
| Administrative Assistant I                    | July 1, 2022       | 155-22           |

| Department/Division:                          | Closing Date:      | Announcement No.: |
|                                               |                   |                  |
| Public Health/CHC                             | July 15, 2022      | 085-22           |

| Type of Position:                             | Posting Type:      | Pay Grade and Salary Range: |
| Temporary Appointment                        | Employment Opportunity/Open to Public | GS 09/ $16,467 - $41,817 p.a. |

General Description:
Responsible for coordinating public awareness/outreach activities with community agencies to educate the community (parents, early childhood agencies, etc) about EI services. Coordinate activities around identifying potential kids eligible for Part C services.

Key Duties and Responsibilities:
- Receives and verifies all referrals and Contacts all referrals to discuss available program services and informs the family of the process of eligibility
- Work closely with other divisions and agencies to process all referrals once family agrees to services
- Assist the Implement awareness plan in the community clinics, the Women Infant Children (WIC) program, the Food Stamp program, with LBJ, and other community partners
- Facilitate and respond to the need for information from the community regarding MCH services
- Respond to parent questions about the MCH process and procedures; fosters the first steps of partnership with families
- Assist with establish and maintain a proactive, ongoing, community screening process
- Assist with Developing, updating, and maintaining all public awareness print materials; Maintain inventory of all program promotional items for recording; Coordinate media events/campaigns
- Assist with Administrative functions like answering phone calls, maintain log of supplies and vehicle log.
- Perform other job-related duties as assigned

This is an Equal Employment Opportunity Employer
Knowledge, Skills and Ability:
- Must be proficient in Microsoft Office/other related software and be able to type 40 words per minute
- Must be able to demonstrate knowledge and understanding about infants and toddlers who are eligible under this program, the Individuals with Disabilities Education Act (IDEA) and the federal regulations for Part C, the nature and scope of services available under the territory's intervention program.
- Must have work experience and training which provides the desired knowledge, skills and abilities necessary to perform the position's essential duties and responsibilities
- Must be able speak Samoan fluently and have a valid AS Wildriver's license

Academic and Experience Requirements:
- Applicant must have an Associate Degree from an accredited school plus 4 years
- 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,

Max Tuitele
Acting Director, Department of Human Resources