

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

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Deputy Director

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

JOB ANNOUNCEMENT

Job Title: <i>Caseworker II</i>		Posting Date: <i>June 16, 2025</i>	Serial No.: <i>079-25</i>
Department/Division: <i>Human & Social Services</i>		Closing Date: <i>June 23, 2025</i>	Announcement No.: <i>079-25</i>
Type of Position: <i>Permanent 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:

Provide protective casework services for families and children.

Key Duties and Responsibilities:

- Responsible for meeting all job expectations in providing protective casework services for families and children such as completing the standards intake, report form, safety assessment and investigation summary for referred cases.
- Maintain contact with families through regular and planned as well as unannounced visitation of parents and children. Provide in-home supportive services; education; community resource linkage and referral; advocacy; and other social service intervention to families and children. Provide services to children in the AIGA care home, caregiver's homes, relative's homes and other suitable homes; participate in efforts to prepare child, family and substitute caretaker for placement; plan, coordinate and supervise visits between children and their significant family members; prepare children and parents for return home; provide supportive follow up services to maintain in-home placement of children.
- Prepare and participate in court proceedings when placement of children or victims out of their home if necessary, including off-island placement.
- Perform duties pf on-called upon to respond to emergency situations after hours and assist children to the hospital for medical care including obtaining medications as well assisting children for their education.

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
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- Assist with child protective services cases, adoption cases and domestic violence cases, through collaborating with stakeholders such as law enforcement, physicians at hospital, attorney general's office, education department, non profit organizations, faith based organizations, village and religious leaders.
- Participates in team decision-making, family case conferencing or family meetings, briefings, consultations, and counseling, as well as provide input meetings.
- Visit client's home to assess all risks to children for abuse and neglect and develop plans for child safety through strengthening the family unit, with the goal of the family functioning in such a positive manner as to longer require intervention.
- Documents job activities and keeps records of all correspondence to and from the agency in the client's file. Should expect to spend approximately 10 percent of their time dealing with paperwork. Keep clients case record documentation in an orderly fashion as prescribed by CFSD policy in a timely manner.
- Participate and assist in staff development, which includes but are not limited to, training and development; internal workshops and in-services; attends on-islands conferences; and external workshops.
- Provide and assist with customer services duties which include but are not limited to answering and taking phone messages for CFSD staff and other programs in CFBHS building; assist clients entering and exiting the building.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Human behavior, child development, family systems, family violence, adoption and guardianship, separation and placement dynamics.
- To assess family functioning, including risk/safety assessment, to analyze family dynamics and reach valid conclusions, to engage hostile, resistant clients with patience and persistence, to perform casework intervention strategies.
- Be effective in helping and preserving families, to manage stressful situations in a productive manner.
- Respond flexibly to a wide range of personalities and needs.
- Establish relationships with community stakeholders, providers, faith-based in the geographic location to the Unit.
- Work cooperatively with and relate to other units within the agency, cooperatively with other agencies and professional people.
- Communicate effectively both orally and in writing; to listen carefully and provide honesty plan, organize and prioritize competing job duties know how to operate a computer.
- Must have a year's experience in related field and training in working with children and families or child welfare, human services, including child development stages and family dynamics or closely related field. Willingness to work with diverse populations and a willingness to work with flexible hours.

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Academic and Experience Requirements:

- Applicants must have an bachelor degree from an accredited college or university plus (3) years of 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 633-4485.

Fa'afetai tele,



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

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