

Honorable Pula'ali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-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: Caseworker I		Posting Date: July 24, 2026	Serial No.: 112-26
Department/Division: Human & Social Services		Closing Date: July 31, 2026	Announcement No.: 112-26
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-09/\$16,467 - \$41,817p.a.	

General Description:

Provides protective caseworker services for families and children.

Key Duties and Responsibilities:

- Responsible for meeting all job expectations in providing advocacy services for families and children which includes but are not limited to advocating for safe haven, housing services, employment services, education services, and other services related to client.
- Maintain and complete the standard referral intake, report form, safety assessment and case plan 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 for domestic and family violence cases.
- Perform duties of on-call when called upon to respond to emergency situations after hours and assist victims of domestic violence to the hospital for medical care including obtaining medications as well as assisting victim's children for their education.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485/ Email: info@hr.as.gov

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- Assist with child protective services cases, adoption cases and crisis intervention cases, through collaborating with stakeholders such as law enforcement, physicians at hospital, attorney general's office, education department, nonprofit organizations, faith-based organizations, village and religious leaders.
- Participates in a team decision-making, family case conferencing or family meetings, briefings, consultations, and counseling, as well as provide input in 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 no longer require intervention.
- Documents job activities and keep records of all correspondence to and from the agency in the client's file. Should expect to spend approximately 10% of their time dealing with paperwork. Keep client's case record documentation in an orderly fashion as prescribed by CFSD policy in a timely manner.
- Participate in and assist in staff development, which includes but are not limited to, training and development; internal workshops and in-services; attend on-island and off-island conferences; and external workshops.
- Provide and assist with customer service 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:

- Ability to have good verbal and written communication skills both in Samoan and English.
- Possession of an American Samoa driver's license at the time of appointment and a satisfactory driving record is required.
- Willing to work with diverse populations and to work flexible hours.

Academic and Experience Requirements:

- Applicants must have an associates degree from an accredited university or college plus four (4) years of work-related experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

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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,



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

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