Honorable Lemanu P.S. Mauga  
Governor

Honorable La'apui Talualuga E. V. Ale  
Lieutenant Governor

Max Tuitele  
DHR Acting Director

Falo Johansson  
Deputy Director

Lucille Thompson Leota  
Acting Deputy Director

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

JOB ANNOUNCEMENT

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<tr>
<th>Job Title:</th>
<th>Posting Date:</th>
<th>Serial No.:</th>
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<tr>
<td>Eligibility Worker I</td>
<td>July 25, 2024</td>
<td>094-24</td>
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<tr>
<th>Department/Division:</th>
<th>Closing Date:</th>
<th>Announcement No.:</th>
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<tr>
<td>Department of Human &amp; Social Services/WIC</td>
<td>August 08, 2024</td>
<td>094-24</td>
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<tr>
<th>Type of Position:</th>
<th>Posting Type:</th>
<th>Pay Grade and Salary Range:</th>
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<td>Permanent Appointment</td>
<td>Employment Opportunity/ Open to the Public</td>
<td>GS-09/$16,467 - $41,817p.a.</td>
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General Description:
Determines WIC eligibility of women, infants and children based on the evaluation of program eligibility requirements: categorical, income, residency status and nutritional risk. Responsible for assessing and documenting each participant’s medical and nutritional eligibility for enrollment on the program.

Key Duties and Responsibilities:

- Enrolls pregnant, breastfeeding, and postpartum women; infants and children through age 5 in the ASWIC program.
- Provides, explains, accepts and reviews WIC participant applications;
- Verifies information through source documents (pay stubs, birth certificates, etc.)
- Determines administrative eligibility i.e., residential, income, categorical, and nutrition risk.
- Provides nutrition education and counseling, including breastfeeding promotion and support that is responsive to the identified needs/interest of each participant. Prescribes food package and supplemental foods to meet individual participant need.
- Refers participants to other health and social services and provides appropriate follow-up to referrals.
- Compiles required data and statistics and inputs them into computer database that may be created for the preparation of periodic reports and other documents.
- Performs height and weight of participants and hematological test.

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  
"Commitment to Service and Integrity"
Develop intervention/education plan in conjunction with participant and based on completed assessment.

Document assessment results and data entry of participant’s file on the ASWIC software program, HANDS.

Determine high risk participant base on health and nutrition assessment.

Schedule participant’s appointments and follow up on missed appointments

Perform other job-related duties as assigned

Knowledge, Skills and Ability:

- Good reading and writing skills, plus good communication skills; people orient; computer literate in Microsoft Word and Excel (P)

- Experience specific to this position (explain)

Academic and Experience Requirements:

- Applicant must have an Associate’s degree from an accredited college or university plus four (4) 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,

Max Tuitele
Acting Director, Department of Human Resources

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