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

JOB ANNOUNCEMENT

Job Title: <i>Caseworker I</i>		Posting Date: <i>April 25, 2024</i>	Serial No.: <i>046-24</i>
Department/Division: <i>Human & Social Service/Children & Family Services</i>		Closing Date: <i>May 3, 2024</i>	Announcement No.: <i>046-24</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-09/\$16,467 - \$41,817 p.a.</i>	

General Description:

Caseworker I provides protective caseworker services for families and children.

Key Duties and Responsibilities:

- Responsible for meeting all job expectations in providing protective caseworker services for families and children such as completing the standard 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 home, 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.

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- Perform duties of on-call when called upon to respond to emergency situations after hours and assist children to the hospital for medical care including obtaining medications as well as assisting children for their education.
- 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, 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 though 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 keeps 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 and assist in staff development, which includes but are not limited to, training and development; internal workshops and in-services; attends 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:

- Knowledge of: (P) Human behavior, child development, family systems, family violence. adoption and guardianship, separation and placement dynamics. The effects of abuse and neglect upon human development. The Department of Human and Social Services ethics. values and standards of practice and culturally sensitive practice values. Agency policies and procedures, agency mission and community resources.
- Skill in: (R) 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 and be effective in helping and preserving families, to manage stressful situation in a productive manner, to respond flexibly to a wide range of personalities and needs, to establish relationships

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with community stakeholders, providers, faith-based in the geographic location to the Unit, to work cooperatively with and relate to other units within the agency, to work cooperatively with other agencies and professional persons, to communicate effectively both orally and in writing, to listen carefully and provide honest, constructive feedback to clients, to plan, organize and prioritize competing job duties and know how to operate a computer.

- Experience: (R) Must have years of 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 flexible hours.
- Required: (R) Good written and verbal 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.



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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