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

JOB ANNOUNCEMENT

Job Title: QA Coordinator	Posting Date: September 22, 2023	Serial No.: 147-23
Department/Division: Department of Health/Immunization	Closing Date: October 06, 2023	Announcement No.: 147-23
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-15/\$21,715-\$62,275p.a

General Description:

The American Samoa WTIR Immunization Information Structure is the framework of hardware, software and standards used to provide quality information management to support program goals and enables disparate systems to connect computers and users, and support the flow & process of information. In order to maintain and sustain an effective immunization information system, the program needs a Quality Assurance/Training Coordinator to facilitate the implementation of all activities required by CDC to ensure a functional information system. The incumbent will be responsible for ensuring QA activities are performed to ensure impact on immunization coverage.

Key Duties and Responsibilities:

- Coordinates all aspects of QAR site visits, including planning & scheduling with VFC Providers or Partnering Agencies
- Work with eligible VFC Providers to implement quality improvement activities on the data
- Conducts QA reviews with enrolled providers throughout American Samoa and maintains all data & reports from these visits
- Prepares reports and presentations as needed regarding QA Review data and other program related issues
- Evaluates QAR data and processes to identify the opportunities
- Assists System Analyst in reviewing WTIR reports for the local or federal agencies and make recommendations for Meaningful Use
- Coordinates ongoing installation and training of the WTIR registry for all enrolled providers
- Maintain detailed installations and migration documentation and keep it current with emerging technology
- Assist program help desk, as needed in providing WTIR users assistance with system related problems
- Coordinate problem response with WTIR Systems Analyst for quick response to and resolution for provider problems

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- Utilize problems to develop training guidelines pertaining to standards
- Assist with health fairs, conferences, and other public education regarding immunizations
- Assists in developing protocols, policies and guidelines for conducting QA reviews
- Assists in proposing strategies to increase the efficiency of the immunization and streamlining vaccine management
- Oversees and implements the provider level immunization (IQIP) quality improvement plan
- Collaborates with local agencies and other partners in making recommendations for much improvements for the Territorial IIS
- Perform other job-related duties as assigned

Knowledge, Skills and Ability:

- Software installation
- Help Desk functions & implementation
- Testing and debugging of computer systems
- Organizing & planning complex and multi-dimensional tasks
- Written & Oral communications
- Internet communications principles & uses
- Knowledge of HL7 messaging format
- Skill in maintaining positive working relationship with health care professionals
- Skill in working with people with various levels of computer knowledge
- Skill in writing system documentation

Academic and Experience Requirements:

- Applicant must have a Master's degree in related field from an accredited university plus four (4) years of work related experience; two (2) years of which at a supervisory capacity OR
- Bachelor's degree in related field from an accredited college or university plus five (5) years of work related experience; three (3) years of which at supervisory capacity.
- Preferably must obtain a professional certification: Certified Public Accountant (CPA) and Certified Management Accountant (CMA) are pluses.
- Salary will commensurate with skills, educational background, and years of related 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.

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Lynn Pulou-Alaimalo
Director, Department of Human Resources

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