

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: Counselor I		Posting Date: June 11, 2025	Serial No.: 073-25
Department/Division: Health		Closing Date: July 01, 2025	Announcement No.: 073-25
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public		Pay Grade and Salary Range: GS-11/\$17,069 - \$42,419p.a.

General Description:

Provide counseling and support to children, youth, and families for mental health, substance abuse and general social issues.

Key Duties and Responsibilities:

- Conduct intake and screening of client to register for treatment services.
- Discuss treatment program guidelines and rules with the client or client's parent/caregiver.
- Conduct psycho-social assessment of client through evidence-based tool(s) based on diagnostic criteria.
- Develop and implement a treatment plan for the client based on screening and assessment.
- Provide individual and/or group counseling/treatment for individuals who present with low-level risk symptoms after screening and assessment.
- Conduct, facilitate and provide family counseling with the clients and members of the family.
- Attend training required of counseling to build skills and increases knowledge and expertise.
- Provide support to client by networking with other agencies.
- Referral of client services identified in client's treatment plan.
- Prepare, submit and validate clients completion of treatment and discharge from treatment program.
- Conduct routine follow up of client's program after discharge.

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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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- Meet regularly with a case worker when applicable or necessary.
- Meeting all counseling sessions and contacting the client into the client's file or record.
- Prepare and submit court reports of client's progress and compliance to court-ordered treatment.
- Receive training and orientation on Code of Ethics.
- Receive training and orientation on counseling policies and procedures.
- Receive regular supervision from Clinical Supervisor or Branch Manager, or Assistant Director.
- Attend all program and staff meetings.
- Provides guidance, leadership or training to other employees (no direct supervision).
- Directly responsible for supervising non-exempt, clerical, or office administrative personnel.
- Directly responsible for supervising exempt, professional, or technical employees
- Directly responsible for supervising supervisory/managerial employees.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Specific training courses in the field (explain): Motivation Interviewing (P), Human Behavior (P), Counseling Skills (P).
- General experience in this field (explain): Communication with people ®, Public speaking (P): Fluent in Samoan & English ®.
- Experience specific to this position (explain): Prior experience with social work/social services (P), Counseling experience (P).
- Practices and implement evidence-base treatment models (P).

Academic and Experience Requirements:

- Applicant must have a bachelor degree from an accredited university or college plus 3 years of relevant 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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