

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaolii Dr. Asenati Saau-Umi
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AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Family Support Specialist I (2)		Posting Date: November 13, 2025	Serial No.: 147-25
Department/Division: Health / MIECHV		Closing Date: December 04, 2025	Announcement No.: 147-25
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-09/\$16,467 - \$41,817p.a.	

General Description:

The Family support Specialist is responsible for the day-to-day operation of the MIECHV Program. The primary role of FSS is to develop strong relationships with families in order to provide service coordination, support, and training to assist families in meeting the needs of their children and enhancing parent's families in identifying and achieving goals: promoting positives parent-child relationships and interactions: and providing child development education.

Key Duties and Responsibilities:

- Conduct comprehensive and periodic assessment of family and infant/child needs for the purpose of determining eligibility and/or developing an action plan to remove barriers to child's success.
- Conduct Routine Based Interview to obtain a rich description of the child and family functioning, and produce a list of functional, family chosen, family centered outcomes.
- Partners with families develop an individualized care plan that is based on information collected through the assessment of family interviews to address medical, social, educational, and other services needed to further family goals, plans, and success strategies.
- Establish regular contracts with families primarily through home visits. Maintain contact with families to a degree sufficient to monitor and assist progress toward identified goals (at least once per month).
- Encourage, model, and coach appropriate early childhood practices, parenting skills and behavior management/modification techniques. Promote self-reflection by caregivers on actions to determine the effectiveness of actions or practices within daily routines.

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: info@hr.as.gov

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- Work with families in an empathetic, professional and objective manner.
- Collaborate and meet with other service providers to coordinate services.
- Maintain a flexible schedule to accommodate program and consumer needs that include evenings and weekends.
- Participate in training opportunities to maintain individual and organizational competency in assigned areas of responsibility. This includes demonstrating competencies identified for certification as Family Support Specialist and requires Policies and Procedures: consistently updating knowledge and skills relevant to position responsibilities; and attending in-services, conferences, workshops, and required agency meetings as appropriate.
- Attend Staff and Office meetings and coordinate services with other family Outreach staff as necessary.
- Perform other duties as assigned Monitor Progress on child outcomes related to positive social-emotional skills, ability to acquire and use knowledge and skills and using appropriate behaviors to meet needs.

Knowledge, Skills, and Ability:

- Completed Integrated Strategies for Home Visiting Training, Internal training on WIC, Data Reporting, Prenatal Development.
- 3-5 years of relevant experience in working with families and children if there's no degree from an accredited institution.
- Willingness to engage in building reflective practice with families and staff.
- Must have a good interaction skills and is expected to represent the organization positively and professionally in interactions with families, partners, and the general public.
- Expected to be well-groomed and report duty on time.
- Customer Service: Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Interpersonal relationships: Develops and maintains cooperative and courteous relationships with clients, co-workers, and other departments and organizations. Effective responds to routine enquiries and disputes.
- Computer skills: Able to Utilize office computers at reasonable speed and accuracy.
- Time Management: Ability to plan and organize daily schedule routine for home visit services. Establish priorities for the completion of work in accordance with a complete understanding of time management methods to meet deadlines.
- Communication: Excellent ability to listen and understand information and ideas presented verbally and in writing.

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Academic and Experience Requirements:

- Applicant must have a associate degree from an accredited college or university plus 4 years of relevant work 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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