

Lemanu Peleti Mauga  
Governor

Talauega E. Ale  
Lieutenant Governor



Amalutasi Lynn Pulou-Alaimalo  
Director, Human Resources

Max Tuitele  
Deputy Director  
Personnel/Administration

Falo Johansson  
Deputy Director  
WIOA

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

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <b>QA Coordinator</b>	<b>Posting Date:</b> <b>January 02, 20234</b>	<b>Serial No.:</b> <b>187-23</b>
<b>Department/Division:</b> <b>Department of Health/Immunization</b>	<b>Closing Date:</b> <b>January 24, 2024</b>	<b>Announcement No.:</b> <b>187-23</b>
<b>Type of Position:</b> <b>Temporary</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS – 15 \$21,715-\$62,275 p.a.</b>

**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 and 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 and 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 other program related issues
- Evaluates QAR data and processes to identify the opportunities
- Assist 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

***This is an Equal Employment Opportunity Employer***

- 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 from an accredited college or university plus four (4) years of work related experience; two (2) years of which at a supervisory capacity OR a Bachelor's Degree from an accredited college or university plus five (5) years of work related experience; and three (3) years of supervisory capacity
- Preferably must obtain a professional certification: Certified Public Accountant (CPA) and Certified Management Accountant (CMA) are pulses
- 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.**

Fa'afetai tele,



Amalutasi Lynn Pulou-Alaimalo  
Director, Department of Human Resources