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

JOB ANNOUNCEMENT

**Job Title:**
Caseworker I

**Posting Date:**
July 7, 2022

**Serial No.:**
157-22

**Department/Division:**
Department of Human and Social Services

**Closing Date:**
July 11, 2022

**Announcement No.:**
087-22

**Type of Position:**
Permanent

**Posting Type:**
Employment Opportunity/
Open to the Public

**Pay Grade and Salary Range:**
GS – 09 $16,467-$41,817 p.a.

**General Description:**
The Caseworker I position provides protective casework services for families and children. Responsible for meeting all job expectations in providing protective casework services for families and children. This position also serves to maintain contact with families through regular and planned as well as unannounced visitation of parents and children.

**Key Duties and Responsibilities:**
- Provide in home supportive services, education, community resource linkage and referral.
- Provide services to children in the AIGA care home, caregiver’s homes, relative’s homes, and other suitable homes.
- Participate in efforts to prepare child, family and substitute caretaker for placement.
- Prepare children and parents for return home and 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.
- 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, non-profit organizations, faith based organizations, village and religious leaders.
- Participates in team decision making, family case conferencing or family meetings, briefings, consultations, and counseling, as well as provide input in meetings.
- Visit clients home to assess all risks to children for abuse and neglect and develop plans for child safety through 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 clients file. Should expect to spend approximately 10% of their time dealing with paperwork. Keep clients 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 in customer service duties which include but are not limited to answering and taking phone messages for CFSD staff and other programs in CFBHS building.

Knowledge, Skills and Ability:
- Knowledge of:
  - 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.
- Skills in:
  - 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 situations in a productive manner, to respond flexibly to a wide range of personalities and needs, to establish relationships 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 communicate effectively both orally and in writing, and prioritize completing job duties, and must know how to operate a computer.

Academic and Experience Requirements:
- Applicant must have an Associate’s Degree from an accredited college or university plus four years of work related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will commensurate with degree and 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, 7/6/2022

Lynn Pulou-Alaimalo
Director, Department of Human Resources

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