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Lieutenant Governor



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

JOB ANNOUNCEMENT

Job Title: Service Coordinator		Posting Date: December 1 st , 2020	Serial No. 313-20
Department/Division: Department of Health/Helping Hands Early Intervention Program (HHEIP)		Closing Date: December 10 th , 2020	Announcement No. 056-20
Type of Position: Temporary	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-11/\$12,519 - \$31,369p.a.	
Note: This is exempted from the freeze as per the Governor's General Memorandum.			

General Description:

The Helping Hands Early Intervention Program (HHEIP) Service Coordinator coordinates with eligible clients in terms of registering under the program and monitors all early intervention services. The incumbent also coordinates, monitors and reviews assessment reports for all eligible clients (infants and toddlers) regarding progress in their cases and assists in implementing the Individualized Family Service Plan (IFSP) to ensure the service provided is in line with standards, policies and regulations.

Key Duties and Responsibilities:

- Conduct registering process in terms of screening and gathering information on family background and medical history for potential and eligible clients;
- Coordinate and gather performance evaluations and Specialist's assessment reports;
- Facilitate and participate in the development, review and evaluation of the Individualized Family Service Plans (IFSP);
- Assist and coordinate with families in identifying available service providers for referral services;
- Inform families of the availability of advocacy services;
- Coordinate all services pertaining to eligible children and their families such as appointments, transitioning plans, required services, etc;
- Provide family support and counseling when necessary as a means of support for Individualized Family Service Plan (IFSP)
- Coordinate provision of early intervention services and medical services for other diagnostic and evaluation purposes; and
- Facilitate timely and effective services between the children and Specialists to avoid any complaints.

This is an Equal Employment Opportunity Employer

Knowledge, Skills and Ability:


- Knowledge and understanding about infants and toddlers who are eligible under Part C program (Helping Hands);
- Knowledge of the Individuals with Disabilities Education Act (IDEA) and the federal regulations for Part C, the nature and scope of services available under the Territory's intervention program;
- Strong assessment skills and report writing and documentation skills; and
- Speak fluently in Samoan and English languages.

Academic and Experience Requirements:

- Applicant must have at least a bachelor degree in a relevant field from an accredited university with three (3) years of related experience;
- Years of progressively responsible working experience may be substituted for portion of the academic requirement if not met.
- 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.

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Eseneiaso J Liu
Director, Department of Human Resources