



# DEPARTMENT OF HUMAN RESOURCES

A.P. LUTALI EXECUTIVE OFFICE BUILDING

AMERICAN SAMOA GOVERNMENT

PAGO PAGO, AMERICAN SAMOA 96799

## POSITION DESCRIPTION

**General Job Title: Program Coordinator**

**4. Original Date: 06/01/2021**

**2. Unit: COVID-19 Health Disparities**

**3. Department: DOH**

**5. Revised Date:**

**6. Basic Function and Scope of Responsibilities:** This position will be responsible for the day-to-day operation of the project; development of all materials related to project activities; establish and maintain partnerships with other agencies; facilitate all meetings related to the project; tabulate and interpret data gathered at all activities related to the project; perform staff evaluation; and complete all necessary reports and documentation that are to be submitted to CDC relating to the project. The Program Coordinator oversees the ordering of all supplies and equipment for the project as well as ensuring the financial aspects of the program link with the action plan before final approval by the Director of the Department of Health. This position relates to all program objectives.

**7. Principal Responsibilities:**

**Percentage of Time**

- Manage the COVID-19 Health Disparities grant and project 15 %
- Carry out specific COVID-19 Health Disparities projects and ensure all funds will be applied towards personnel, equipment, supplies, travel and contract. 15 %
- Establish collaboration with other healthcare entities, government agencies, stakeholders and DOH grants. 10 %
- Assuring that all COVID-19 Health Disparities project response activities are coordinated, documented, and communicated to CDC personnel the DOH Administration, Medical staff, & DOH Epidemiologist. 10 %
- Responsible for grant management and other administrative duties associated with implementing grant activities.
- Responsible for measuring and evaluating program performance and reporting program progress both internally and externally. 10 %
- Program coordinator will collaborate with the Information Technology manager and healthcare providers regarding services specific to addressing COVID-19 Health Disparities groups of patients. 10%
- Serve as department POC to support coordination of department access, requests/training for the use of the Electronic Health Record Memorandum of Understanding with the LBJ Hospital 10%
- Other additional duties and responsibilities assigned by the Director of Public Health and/or Deputy Director of Health 10 %

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**8. Education Requirements:** Check the minimum level of formal education that is required to perform this job satisfactorily.

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|--|---|
| <input type="checkbox"/> High School Diploma or GED                    | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses     | <input checked="" type="checkbox"/> Master's Degree   |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree              |

**List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred**

**9. Training, Skills, Knowledge and/or Experience:** List specific examples, denoting (R) if required or (P) if preferred

Preferred experience with Grants Management, Information Technology and data collection/reporting

Preferred working in the Community Health Centers

Computer literacy required

Effective time management skills

Effective verbal and written communication skills

Effective problem solving skills

**10. Authority:**

**Decision Making**

What is the nature of the direct supervision that is provided to the incumbent of this position?

- Manage/Supervise 8 staff

**Financial Authority**

Provide quantitative measurements (i.e. budgets, sales volumes, etc.) for which this position is responsible. Indicate type and amount:

**11. Describe the impact of not carrying out or creating errors in the principal responsibilities of this position**(Consider impact to department/company operations, internal and/or external customers, costs and timing of product or deliverables):

Poor clinical Diagnosis of diseases (NCD/CD) hence ultimately affect treatments and follow up care.

**12. Contacts:** List key contacts, purpose, and frequency for both internal and external contacts.

Function/Description	Purpose	Internal/External	Frequency
LBJ Information Technology Division	In collaboration with the Information Technology Manager	External	Daily
DOH Programs	COVID-19 Health Disparities response activities	External	Monthly
Epidemiologist	Surveillance	Internal	Monthly

**13. Supervisory Responsibility:**

Supervisory responsibility



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- X Provides guidance, leadership, or training to other employees (no direct supervision)
  - X Directly responsible for supervising non-exempt, clerical, or office administrative personnel
  - X Directly responsible for supervising exempt, professional, or technical employees
  - X Directly responsible for supervising supervisory/managerial employees

**Organizational Structure:**

Job Title to which this position reports: Director and Deputy Directors

Job Titles directly reporting to this position:

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**14. Working Conditions:**

Excellent communication skills and highly organized

**Physical surroundings:** Proficiency in Microsoft Word, Excel, PowerPoint and other office automation software

**Adverse working environment:** Clinical Biohazard environment.

**Physical Effort:** N/A

**Domestic/International Travel:** Training for Continuing education and improvement of health services

**Extensive Hours:** 40hours/week

Ability to work as part of the team and independently when required

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<b>Approved by (Supervisor):</b>	<b>Approved by (HR):</b>	<b>Salary grade (HR):</b>	<b>Cost center (HR):</b>
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The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Department of Human Resources, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

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