



American Samoa Community College
Pacific Center in Human Security Division
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: HCBS Coordinator
Employment Status: Full Time 12 months (Career Service)

General Description:

The Money Follows the Person (MFP) Demonstration Project is a time limited Medicaid initiative that supports qualified Medicaid beneficiaries to transition from long-term care facilities and back into their homes and communities. The MFP Project is housed under the Pacific Center in Human Security and works to sustain quality transition practices after the project's end date in 2027. The primary responsibility of the Home Community Based Services (HCBS) System Coordinator is to establish standards and training requirements for Personal Care providers to meet Center for Medicaid Services HCBS requirements and MFP grant desired outcomes within the HCBS System.

Responsibilities and Duties:

- Identify and coordinate training standards, skill set, certification, and annual licensure requirements for HCBS services
- Contribute to continuous improvement of MFP Operational Protocol document
- Coordinate and implement HCBS services throughout the MFP phase
- Coordinate with Medicaid, agencies, service providers, and partners regarding allowable HCBS services, billing, and program integrity
- Coordinate with Data Quality Analyst (DQA) regarding training participants' data, registry, and participant coding
- Perform other duties as assigned by MFP Project Director and/or State Director of Pacific Center in Human Security

Minimum Qualifications:

- Bachelor's degree
- Three (3) years of direct work experience or in a related field
- Knowledge of Home Community Based Services
- Must have high-level written and verbal communication skills
- Able to speak fluently in both English and Samoan
- Good work ethics

Salary: GS-11/09-11: \$34,195.00 - \$36,275.00 per annum

Application Deadline: March 28th, 2025 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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