



American Samoa Community College
University Center for Excellence in Developmental Disabilities
EMPLOYMENT OPPORTUNITY

Position Title: Project Manager
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 back into their homes and communities. The MFP is housed under the University Center for Excellence in Developmental Disabilities (UCEDD) and works to sustain quality transition practices after the Project's end date in 2026. The primary purpose of a Project Manager is to plan and designate project resources to achieve the objectives of MFP. The PM will initiate all personnel paperwork for positions to be filled, advertisement, and descriptions, and will monitor hiring until it is completed within the project timeline. He/she will work closely with ASCC grant fiscal officers and procurement to obtain resources, fiscal drawdowns and reimbursements. The PM will monitor project timelines and respond to barriers of implementation.

Responsibilities and Duties:

- Activities and determine available resources necessary to fulfill objectives
- Organize and monitor tasks to be carried out with project staff and meeting deadlines
- Resolve issues to achieve the objective
- Collaborate and communicate with staff and partners
- Manage budget costs that are feasible to achieve objective
- Initiate communication with procurement, finance, and human resources to fulfill activities
- Attend meetings, write reports, and organize the operation of project activities
- Report directly to Project Director

Minimum Qualifications:

- Bachelor's degree in direct field
- Five years of project management experience
- Demonstrate experience in a disability-related field
- Professional knowledge in leadership skills to lead a diverse team
- Must have program integrity and work ethics
- Great communication skills
- Exemplary writing skills
- Financial Management skills
- Time Management skills
- Valid driver's license

Salary Range: GS-12/06-10: \$35,412.00 - \$39,572.00 per annum

Application Deadline: July 12th, 2023 no later than 4:00pm

AMERICAN SAMOA COMMUNITY COLLEGE
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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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