



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 and back into their homes and communities. The MFP Project 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 responsibility of the Project Manager (PM) 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, compile descriptions, oversee advertisement, and monitor the hiring process until it is completed within the project objectives. He/she will work closely with ASCC grant fiscal officers and procurement in obtaining resources and fiscal drawdowns and reimbursement. The PM will monitor the project timeline and respond to barriers of implementation.

Job Duties and Responsibilities:

- Plan 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 objectives
- Initiate and communicate with the offices of 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:

- Master's degree in health, leadership or related field
- Five (5) years of demonstrated experience in project management and in the disability area
- Professional knowledge of data collection and analysis
- Computer literacy in various program software, and
- Proficient communication, organization and coordination skills.

Salary: GS-15/09-14: \$30,035.00 - \$35,235.00 per annum

Application Deadline: October 12th, 2022 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office
699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by
emailing ascchumanresources@amsamoa.edu.

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