

Position Description

Position Title: Health Services Professional Advisory Committee's (HS PAC) Recruitment & Retention (R & R) Subcommittee Agency Liaison

Purpose: The purpose of the liaison role is to serve as a link between the HS PAC's R & R committee and all HHS agencies and U.S. Public Health Service (U.S. PHS) Memorandum of Understanding (MOU) agencies for employment placement purposes.

Functions:

1. Maintain name and contact information for agency liaison/national recruiter.
2. Establish a mechanism for obtaining monthly listing of current and anticipated employment opportunities for U.S. PHS officers and applicants.
3. Work with the agency recruiter for list of employment opportunities or utilize USAJobs and the Commissioned Corps list server for employment listings.
4. Maintain a listing of employment opportunities in an excel spreadsheet.
5. Provide listing to the HS PAC R & R committee Chair monthly.
6. Communicate to the HS PAC R & R subcommittee Chair new information in advance of the monthly R & R subcommittee meeting.
7. Prepare and submit a monthly written report of activities and new information.
8. Update relevant action items as appropriate.

Objectives

1. Maintain a real time list of employment opportunities that can be shared with the Health Services Applicant Placement Program (HSAPP) Discipline Liaisons and posted in the HS PAC newsletter.
2. Enable Health Service Officers greater access to available commissioned corps eligible positions.