

Position Description

Position Title: Liaisons

Purpose:

The purpose of the liaison position is to provide communication between the Health Services Professional Advisory Committee's (HS PAC) Recruitment & Retention Subcommittee and the agency, division, office assigned to liaise with.

Functions:

1. Liaison will maintain an accurate list of the point of contact for the assigned agency, division, or office.
2. Contact information will include:
 - a. Name
 - b. Title
 - c. Telephone number and extension
 - d. E-mail address
 - e. Preferred method of communication
3. Will make contact with the respective point of contact on a monthly basis to obtain accurate and current information pertaining to
 - a. Transformation,
 - b. Policy changes,
 - c. Program eligibility,
 - d. Current lists or rosters of Health Services Officers (HSOs) or applicants.
4. Communicate to the HS PAC R & R subcommittee Chair new information in advance of the monthly R & R subcommittee meeting.
5. Prepare and submit a monthly written report of activities and new information.
6. Update relevant action items as appropriate.

Objective(s):

1. Provide a HS PAC point of contact to agencies, divisions, offices performing work pertinent to the efforts of the R & R subcommittee
2. Obtain real time updates on new U.S. Public Health Service policies, procedures, eligibility, and rosters.
3. Enable the Health Services Applicant Placement Program (HSAPP), HS PAC Associate Recruiter, and the HS PAC COSTEP to become more efficient in dissemination of information to HSOs.