Local Assistance Center (LAC)
Oversight Positions

Health and Human Services Agency (HHSA) Resource Coordinator Training

Oversight Team Purpose

The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.

HHSA Resource Coordinator Position Description

- Coordinate
  - Coordinate the distribution of all HHSA LAC Operations.
  - Coordinate contractor support for HHSA staff.
  - Coordinate with HHSA staff, contractors or other agencies for LAC if needed.
- Manage
  - Oversee, troubleshoot and provide support for HHSA services at LAC locations.
  - Collect updates on equipment malfunctions and service complaints.
  - Coordinate additional staff support for LAC sites with the HHSA Human Resources representative.

Communication

- Maintain communication channels with the LAC Team HHSA Liaison and assist with their requests.

Quick Tips

- Check in with Oversight Manager
- Communicate with HHSA Liaisons to determine support, supplies, and resources
- Review HHSA Resource Coordinator Checklist

Good Luck

- Remember, the HHSA Resource Coordinator is responsible for overseeing HHSA Liaisons and monitoring the HHSA service levels at the LAC sites.
- Thank you for your commitment.