

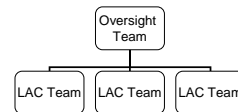
Local Assistance Center (LAC) Oversight Positions

Health and Human Services
Agency (HHSA) Resource
Coordinator Training

LAC Just-in-Time 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.

HHSA Resource Coordinator Position Description

- 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.