New Coordinator Training - Role of the Liaison

* Each County and Tribe is assigned a Liaison.
* The Liaison is generally the first point of contact for everything. Often the Liaison will need to seek out the help of others in HPCDP (see the Organization Chart), depending on the issue. Contacting the Liaison first will usually get you the fastest response.
* ‘Back-up’ Liaison – To best meet the needs of our programs, you will have a back-up Liaison if your regular Liaison is unavailable due to vacation, personal leave, and staff changes. You will be notified when this occurs.
* Most Liaisons are also the coordinator for a CDC Chronic Disease Program (Arthritis, Asthma, Comprehensive Cancer, Diabetes, Heart Disease and Stroke). They specialize in issues important to the prevention, early detection, and self-management of a particular chronic condition. Travel to annual meetings and trainings is required by the CDC, so you may have a ‘back-up’ Liaison when your Liaison is traveling.

Two primary responsibilities of Liaisons:

1. Ensure compliance with the Program Element (be sure the requirements in the grant are being met)
2. Provide support, guidance, and coaching to the Coordinator (that’s you!)

Ensure compliance

1. Receive and review applications – workplans, budget, advisory committees and champions
2. Receive and review quarterly reports
3. Monitor attendance for required training and technical assistance (in-person, webinar, and phone)
4. Conduct triennial site reviews

Support, Guidance, Coaching

1. Establish relationship with Coordinator and others involved in the program
2. Provide resources – toolkits, training, make connections with others
3. Answer questions – budget, processes, ICAA/WEMS
4. Offer support – suggestions/modifications for workplans, discuss upcoming activities, or recent experiences
5. Listen!

This is a flexible process. Liaisons will offer the opportunity for monthly ‘check-in’ calls, but these may not be the best fit for everyone. It’s up to the Liaison and Coordinator to establish a system of communication that works for them. We aim for a minimum of one in-person visit per year to give the Liaison an opportunity to meet staff and get a better understanding of the community. These may focus on new workplan revisions, or coincide with a coalition meeting, regional training, or other event associated with the program.

Understand that while we try to advocate for the needs of individual coordinators, and be flexible with requests, our ultimate responsibility is to the overall program.

**Do not hesitate to contact your Liaison at any time – our priority is to support our grantees. You are the ones doing the hard work and we want you to be successful!**