

## SC DHEC | Division of Healthy Aging

### Organizational Liaison (OL) Roles & Responsibilities

The Organization Liaison should be a member of staff of the partner organization. He or she should be assigned to act as the primary contact person between the organization and SC DHEC.

Other responsibilities of the Organizational Liaison include:

1. Serve as as the primary contact between the organization and SC DHEC.
2. Coordinate all activities for the program implementation
3. Works with SC DHEC staff to coordinate trainings and other technical assistance needs
4. Participate with SC DHEC staff and other Technical Assistance partners in conference calls, site visits, emails for program planning, implementation and evaluation
5. Take lead in developing and implementing a marketing plan (i.e. for participant recruitment, arranging for delivery sites, etc.).
6. Work with program leaders to make sure information that is exchanged with SCDHEC is on time and correct, such as:
  - Memorandums of understanding
  - Implementation plans
  - Implementation funds request, if applicable
  - Program data
  - Any other required paperwork