

CARE TEAM CHILDCARE COORDINATOR

Volunteer Position Description

PURPOSE: Offers short-term emotional and logistical support to the Families of deceased or injured Soldiers.

RESPONSIBLE TO: CARE Team Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Liaison between the CARE Team Coordinator and child care providers.

Works with the Commander, Casualty Assistance Officer or parent to determine the children's schedules.

Annotate and maintain the lists detailing the children's activity and medicine schedules.

If necessary, obtain a release statement signed by the spouse so that children can be picked up or dropped off at childcare center, school or other location.

Coordinate extracurricular activities for the children.

Notify teachers/coaches.

Ensure anyone who is babysitting the children knows how the death was explained.

OTHER DUTIES AND RESPONSIBILITIES:

Provides comfort to survivors

Maintains contact logs as required

Maintains confidentiality

Stays within the purview of the position

Participates in After-Action Reviews after CARE Team is deactivated

TIME REQUIRED:

As needed. Situations will vary.

QUALIFICATIONS AND SPECIAL SKILLS:

A desire to assist others during trauma

Knowledge of community resources and crisis intervention

Concern and empathy for others

Calm under stress

TRAINING REQUIRED:

CARE Team Training (ACS)

I WILL NOT inform others that I have been contacted to be a member of an activated CARE Team. I WILL NOT disclose any personal information, conversations or transactions that occur while I am assisting the next of kin, except with those personnel that have an official need to know. I will protect and respect the privacy and confidentiality of the surviving Family members at all times.

PRINT NAME

SIGNATURE

DATE