

CARE TEAM HOME CARE PROVIDER

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:

Asks permission from the grieving Family before doing anything in the home.

Writes down ALL questions from spouse/Family and delivers to CAO or Unit Liaison. DOES NOT MAKE PROMISES.

In coordination with the Call Person, keeps a record of who sent flowers and /or other items with a brief description of the arrangement. Keeps all cards.

In coordination with the Call Person, addresses Thank you notes.

In conjunction with the CARE Team Coordinator, Coordinates assistance for Family (i.e. house cleaning, lawn care, pet care, errands to run, etc)

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