

CARE TEAM MEALS TEAM 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 those providing meals.
Acts as the single person who drops off all parts of the meal so the Family is not overwhelmed with well-meaning visitors each dropping off a separate course of the dinner.
Identify special needs, food allergies, religious or dietary restrictions for the affected Family.
Find out the types of dishes/foods Family members (including children) may like.
Identify when out-of-town Family members and/or friends are expected to visit the Family.
Label foods/meals received to record who brought the food, the date and any cooking or reheating instructions.
Label dishes to be returned to owners and schedule with to return the donated dishes to the rightful owners.
Ensure a log of the meals given to Family will be annotated and maintained to allow Family members to send thank you cards later if they choose.
Go grocery shopping as needed.

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