

CARE TEAM COORDINATOR

Volunteer Position Description

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

RESPONSIBLE TO: Commander/Rear Detachment Commander

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Coordinates and receives guidance from the Battalion/Company Commanders and the CAO

Member of the "GO Team" (optional)

Complete CARE Team Assessment Sheet with spouse

Assess the need for meals, child care, home care and pet care for Families.

Organize team members

Provide daily updates on Family status to Unit Liaison and Senior Spouse Advisor

Ensure all Team members understand and adhere to the Confidentiality Agreement

Must be able to respond to activation and report to assigned destination in less than 2 hours

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