



[Type text]

3-61CAV Squadron Care Team Roles



SQDN Care Team Positions

_____ Homecare Assistance (Team Leader)

- Assess household needs (i.e. groceries, bills, errands)
- Maintain a list of notes and questions
- Communicate with Rear D Commander and Care Team Coordinator
- Keep records on visitors and gifts
- Coordinate with SQDN Meal Coordinator as needed

_____ Call Support

- Screen calls and visitors according to family's wishes
- Keep a phone log of calls and messages
- Assist family in identifying people who should be contacted (relatives, employers, neighbors, schools, friends, etc) and support them as they make the calls
- Cancel or reschedule family appointments as needed

_____ Childcare Support

- Assess needs for children (medical issues, schedules/games/practices)
- Provide childcare in the family's home
- Coordinate outside childcare as needed
- Identify friends and family who can support children
- NOT responsible for notification-but be aware of what each child was told
- If the family has no children you will still be called upon to assist the other volunteers

Care Team Support Positions

_____ SQDN Meal Coordinator

- Maintains a list of Meal Support Volunteers
- Coordinates/provides meal
- Communicates with Care Team Leader regarding allergies, meal times, and food variety
- Centralizes meal delivery

_____ Meal Support

- Provides disposable dishes when available and as needed
- Include heating/refrigeration instructions for each meal item
- Provides a list of ingredients for each meal items if able
- Communicate with SQDN Meal Coordinator to coordinate meal delivery

_____ Meal Delivery

- Is the sole person to deliver meals to the family so there are not multiple people at the home
- Coordinates with the SQDN Meal Coordinator for meal delivery

_____ Childcare Support

- Provides childcare for Care Team Members (in your home)