

Chaplain

Position Description

Chaplains are used at LACs (Local Assistance Centers) to provide emotional support to LAC clients, provide support to LAC participants if requested, and provide observations to LAC Managers as needed.

Responsibilities

1. Provide emotional support by invitation of LAC clients
2. Provide support to LAC participants if requested by the individual
3. Provide observations to LAC Manager as needed
4. Coordinate with Community Ombudsman for support of residents if the need arises or support is needed

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Sign in and wear the "Chaplain" vest
- Check in with LAC Manager
- Verify contact information
- Determine potential issues for LAC Manager based on the nature, scope and severity of the issue

Operational Phase Actions

- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to Communications Specialist
- Report situation status and resource status to the LAC Manager
- Advise LAC Manager for issues affecting operations
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known
- At the end of each shift, sign out and return the vest

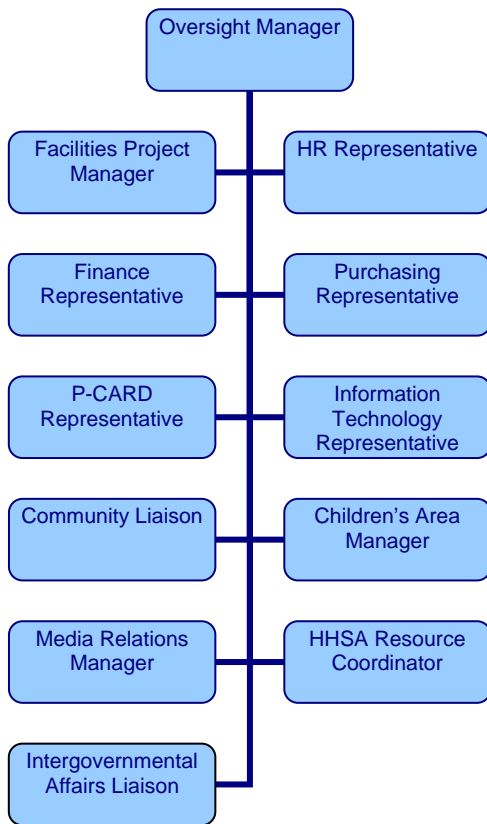
Deactivation Phase Actions

- Participate in the Demobilization Plan
- Demobilize when authorized by the LAC Manager
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate

- Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to Administrative Support prior to your release and departure from the LAC
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Sign out and turn in vest
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM

