LIFE QUALITY INSTITUTE
advancing palliative care

Share The Care™ Leader

Role Description

The Leader is a person identified by the caregiver and care receiver, someone within their identified community who possesses the needed leadership qualities and skills. The person invited to serve in this role must be willing to read **Share The Care,** understand the caregiving needs of the caregiver and care receiver, plan the Initial Meeting, and facilitate the Initial Meeting with the Coordinator. Following the conclusion of the Initial Meeting, the Leader becomes a member of the community of care.

Responsibilities

1. Read the book, **Share The Care**
2. Understand the caregiving needs of the care receiver and care giver
3. Plan the Initial Meeting with the Coordinator and family
4. Call and invite people to attend the Initial Meeting
5. Conduct the Initial Meeting with the Coordinator
6. Recruit and Instruct the Weekly Captains

Required Skills, Abilities, and Competencies

1. Articulate
2. Passionate
3. Inspirational
4. Good public speaker
5. Relational
6. Compassionate
7. Good Listener
8. Teacher
9. Committed to the process
10. Effective communication skills

Time Commitment

6-8 Weeks to plan and implement the Initial Meeting

Share The Care^{TM} Coordinator

Role Description

The Coordinator is a person identified by the caregiver and care receiver, someone within their identified community who possesses the needed organizational skills and abilities. The person invited to serve in this role must be willing to read *Share The Care*, understand the caregiving needs of the caregiver and care receiver, plan and facilitate the Initial Meeting with the Leader. Once completed, the Coordinator becomes a member of the community of care.

Responsibilities

1. Read the book, *Share The Care*
2. Understand the caregiving needs of the care receiver and care giver
3. Plan the Initial Meeting with the Leader and family
4. Call and invite people to attend the Initial Meeting
5. Conduct the Initial Meeting with the Leader
6. Recruit and Instruct the Weekly Captains
7. Compile and organize all data gathered at the Initial Meeting into a group database

Required Skills, Abilities, and Competencies

1. Good organizational skills
2. Computer skills (if the group is "high tech")
3. Attention to Detail
4. Good communication skills
5. Good listening skills
6. Committed to the process
7. Responsible and reliable

Time Commitment

6-8 weeks to plan and implement the Initial Meeting, develop the group database