

CHAPTER V: UNIT ROLES AND RESPONSIBILITIES

Registration and Needs Assessment Unit	Religious Services / Pastoral Care Unit	Medical Supplies Collection and Distribution Unit
Registration Unit Coordinator	Pastoral Care Unit Coordinator	Medical Supplies Unit Coordinator
Registration Donations Coordinator	Pastoral Care Donations Coordinator	Medical Supplies Donations Coordinator
Registration / Assessment Team	Ordained / Religious Ministers	Medical Supplies Data Management
Registration Volunteer Clearing Team	Pastoral Care Lay Ministers	Medical Supplies Collections Team
Registration Data Management	Pastoral Care Religious Services Team	Medical Supplies Distribution Team
--	Pastoral Care Data Management	--
Food Preparation and Distribution Unit	Communication Support Unit	Mental Health Care Services Unit
Food Unit Coordinator	Communication Unit Coordinator	Mental Health Care Unit Coordinator
Food Donations Coordinator	Communication Donations Coordinator	Mental Health Care Donations Coord.
Food Collections Coordinator	Communication Team	Mental Health Care Prof. Services Team
Food Data Management	Pet Care Unit	Medical Care Services Unit
Food Collections Team	Pet Care Unit Coordinator	Medical Care Unit Coordinator
Food Preparation Team	Pet Care Donations Coordinator	Medical Care Donations Coordinator
Food Cook Team	Pet Care Registration	Medical Care Prof. Services Team
Food Serving Team	Pet Care Volunteer Clearing Team	Medical Care Pharmacist / Pharmacy
Food Drivers / Vehicles	Pet Care Professional Services	Medical Care Hospital Contact
Food Distribution Team	Pet Care Team	Medical Care Nursing Home Contact
Food Cleanup Team	Pet Care Data Management	Medical Care Follow-up
General Supplies Collection and Distribution Unit	Transportation and Relocation Unit (Project Starfish)	General Services / Maintenance Unit
General Supplies Unit Coordinator	Project Starfish Unit Coordinator	General Services Unit Coordinator
General Supplies Donations Coord.	Project Starfish Donations Coordinator	General Services Donations Coordinator
General Supplies Data Management	Project Starfish Team	General Services Cleanup Team
General Supplies Collections Team	Project Starfish Data Management	General Services Team - Professional
General Supplies Distribution Team	Project Starfish Drivers / Vehicles	General Services Team - Other
Child Care / Activities Unit	Local Transportation Services Unit	Laundry Services Unit
Child Care Unit Coordinator	Local Trans. Unit Coordinator	Laundry Services Unit Coordinator
Child Care Donations Coordinator	Local Trans. Donations Coordinator	Laundry Services Donations Coordinator
Child Care Baby Sitters Team	Local Transportation Drivers / Vehicles	Laundry Services Team
Child Care Teachers Team	--	Laundry Services Drivers / Vehicles
Child Care Activities Team	--	--

(Note: One volunteer may fill multiple roles dependent on needs. Roles and responsibilities may be modified to better fit the various situations that may arise.)

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REGISTRATION AND NEEDS ASSESSMENT UNIT ROLES

Registration Unit Coordinator

- Trained Supervisor position. Shares overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- May also fill other roles as needed

Registration Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as computers, communication equipment, and/or just additional volunteer personnel.
- Solicits donations/volunteers to fill these needs.
- Usually will also fill other roles as needed

Registration / Assessment Team

- Takes charge of the evacuee registration tables. Possibly the first contact disaster victim has with Matthew 25. Must make this first impression a positive experience.
- Collects all essential personal data from disaster victim for follow-up and assistance purposes.
- Must make an extra effort to obtain any outside contact information from the disaster victim such as family and friends living in unaffected areas.
- Directs disaster victim to on-site (Parish) assistance areas as needed.
- Refers disaster victims to known agencies and organizations that can assist them with their unmet needs.
- Provide evacuees' information to Registration Data Management.

Registration Volunteer Clearing Team

- Takes charge of the volunteer registration table.
- Provide method for Matthew 25 volunteers to document their time and service information.
- Solicits volunteer schedules and volunteer needs from all Unit Coordinators as applicable. Uses this information to:
 - Direct scheduled volunteers to their assigned units.
 - Assist in filling the volunteer needs with "walk-in" volunteers.
- Provide volunteers' information to Registration Data Management.

Registration Data Management

- Responsible for keeping records of volunteers' time and service.
- Responsible for keeping records of disaster victims' information and needs.
- Where possible, records should be maintained electronically using a computer and the Matthew 25 approved database software.
- Usually will also fill other roles as needed

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FOOD PREPARATION AND DISTRIBUTION UNIT ROLES

Food Unit Coordinator

- Trained Supervisor position. Shares overall responsibilities with other Unit Coordinators as applicable
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- May also fill the role of one of the other Unit Coordinators or other roles as needed

Food Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as meats, produce, cooking supplies, and/or just additional volunteer personnel.
- Solicits donations/volunteers to fill these needs.
- Usually will also fill other roles as needed

Food Collections Coordinator

- This position is a certified position.
- Primary person responsible for receipt and distribution of all food related items such as perishable and non perishable food, snacks, produce, cooking supplies, etc.
- Will coordinate the organization and proper storage of all food related items prior to cooking and distribution.
- Will oversee food preparation to assure proper guidelines are followed in each process.
- Will consult with Food Unit Coordinator, Food Preparation Teams, and Food Cook Teams to provide daily meal menus.

Food Data Management

- Responsible for keeping records of unit volunteers' time and service.
- Responsible for keeping records of disaster victims receiving food where feasible.
- Responsible for keeping records of donation groups, organizations, and individuals listing donated items where feasible.
- Responsible for keeping records of daily menus.
- Where possible, records should be maintained electronically using a computer and the Matthew 25 approved database software.
- Usually will also fill other roles as needed

Food Collections Team

- Team of volunteers assisting the Food Collections Coordinator in keeping the pantry and cooler/freezer areas clean and organized for easy retrieval by food preparation team and cooks.
- Team will assist in the receipt, unpacking, and storage of all food-related items under the direction of the Food Collections Coordinator.
- Team will assist in making "care packages" under the direction of the Food Collections Coordinator for distribution to disaster victims.

Food Preparation Team

- Qualified team of volunteers will prepare food prior to being cooked. Will clean, chop, season, etc. all necessary ingredients.
- Team will prepare foods that require no cooking such as salads, sandwiches, etc.
- Team will follow all FDA and health agency regulations in the processes they utilize.

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Food Cook Team

- Qualified cooks will cook meals to meet the needs of all disaster victims reached.
- Cooks will follow all FDA and health agency regulations in the processes they utilize.

Food Serving Team

- Team of volunteers that will serve meals prepared by preparation and cook teams.
- Team should work out best method for them to safely and efficiently serve these meals.

Food Drivers / Vehicles

- Volunteer may be asked to use personal vehicle for transporting food as needed. No expense reimbursements will be offered for this service.
- Volunteers may be coordinated through the Local Transportation Coordinator when used.

Food Distribution Team

- Team of volunteers assisting with the distribution of food to disaster victims.
- Assists with preparation and packaging of food in individual containers for distribution to disaster affected areas.
- Will usually ride in back of food distribution vehicles and hand out food directly to disaster victims at their disaster affected homes.

Food Cleanup Team

- Team of volunteers will clean all cooking utensils used in the preparation, cooking, and serving of each meal.
- Team will make sure that the dining, kitchen, and food preparation areas are cleaned and sanitized after each meal.

GENERAL SUPPLIES COLLECTION AND DISTRIBUTION UNIT ROLES

General Supplies Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- May also fill other roles as needed.
- Primary person responsible for receipt and distribution of all non-food / non-medical related items such as clothing, sheets, blankets, mattresses, toys, etc.
- Coordinates volunteer General Supplies Collections and Distribution Teams' work schedules.
- Will coordinate the organization and proper storage of these items for easy distribution.
- Will coordinate the distribution process.
- Responsible for documenting supplies received along with listing the donors and for getting this information to General Supplies Data Management.
- Responsible for documenting the list of disaster victims receiving supplies and for getting this information to General Supplies Data Management.

General Supplies Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as clothing, sheets, blankets, mattresses, toys, and/or just additional volunteer personnel.
- Solicits donations/volunteers to fill these needs.
- Usually will also fill other roles as needed

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General Supplies Data Management

- Responsible for keeping records of unit volunteers' time and service.
- Responsible for keeping records of disaster victims receiving supplies where feasible.
- Responsible for keeping records of donation groups, organizations, and individuals listing donated items where feasible.
- Where possible, records should be maintained electronically using a computer and the Matthew 25 approved database software.
- Usually will also fill other roles as needed

General Supplies Collections Team

- Team of volunteers assisting the General Supplies Unit Coordinator in organizing and storing non-food / non-medical related items such as clothing, sheets, blankets, mattresses, toys, personal hygiene items, etc. for easy distribution.
- Team will assist in the receipt, unpacking, sorting, and storage of all these items under the direction of the General Supplies Unit Coordinator.
- Responsible for the sorting and organization of supplies to make it more presentable and easier to distribute.
- Team members may be asked to pick up supplies from various donor locations as needed. No expense reimbursements will be offered for this service.
- Team will assist in making "care packages" under the direction of the General Supplies Unit Coordinator.

General Supplies Distribution Team

- Team of volunteers assisting the General Supplies Unit Coordinator in distributing non-food / non-medical related items such as clothing, sheets, blankets, mattresses, toys, personal hygiene items, etc. to evacuees as well as to other disaster victims in need of such items.
- Team may be asked to assist the General Supplies Collection Team in the sorting, and storage of these items under the direction of the Collections Coordinator.
- Team may be asked to assist the General Supplies Collection Team in making "care packages" under the direction of the General Supplies Unit Coordinator.

CHILD CARE/ACTIVITIES UNIT ROLES

Child Care Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- May also fill the role of one of the other Unit Coordinators or other roles as needed

Child Care Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as toys, video equipment and supplies, and/or additional volunteer personnel.
- Solicits supplies/equipment/volunteers to fill these needs.
- Usually will also fill other roles as needed

Child Care Baby Sitters Team

- Qualified volunteers willing to assist disaster victims by taking care of infants to give parents time alone to take care of other disaster related business.
- Volunteers will work under schedules developed by Child Care Unit Coordinator.

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Child Care Teachers Team

- Qualified volunteers willing to assist disaster victims by developing and holding school for older children to give parents time alone to take care of other disaster related business.
- Volunteers will work under schedules developed by Child Care Unit Coordinator.

Child Care Activities Team

- Volunteers willing to assist with child care activities in a controlled environment.
- Services could include such duties as playing games, reading books, telling stories, etc.
- Responsible for organizing the activity unit and for maintaining a clean, safe environment for the children.

RELIGIOUS SERVICES / PASTORAL CARE UNIT ROLES

Pastoral Care Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- Will work with various religious denomination groups to arrange regular religious services for evacuees and other disaster victims.
- Assists in coordination and scheduling of Religious Ministers and Counselors.
- Responsible for documenting listing of services and for getting this information to Pastoral Care Data Management.
- Usually will also fill other roles as needed

Pastoral Care Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as religious service equipment and supplies and/or just additional volunteer personnel.
- Solicits donations/volunteers to fill these needs.
- Usually will also fill other roles as needed

Ordained / Religious Ministers

- Volunteer services from various qualified religious denomination ministers willing to provide personal religious ministering or willing to provide regularly scheduled religious services for evacuees and other disaster victims.
- Coordination and scheduling of these services will be made through the Pastoral Care Unit Coordinator.

Pastoral Care Lay Ministers

- Volunteer services from various religious denominations lay ministers willing to provide religious ministering to evacuees and other disaster victims. This may be through personal ministering, rosary sessions, etc.
- Lay ministers should be able to provide some type of verification of qualifications to perform such services such as training through “The Isaiah Project” program or other recognized process.
- Coordination and scheduling of these services should be made through the Pastoral Care Unit Coordinator.

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Pastoral Care Religious Services Team

- Team of volunteers willing to provide assistance with the regularly scheduled religious services for evacuees and other disaster victims.
- Responsible for advertising these religious services throughout the area.
- Responsible for clearing area and setting up tables and chairs as needed for these services.
- Responsible to clean up and returning service area to pre-service condition.
- Assists with services as needed under direction of the Pastoral Care Unit Coordinator.

Pastoral Care Data Management

- Responsible for keeping records of religious services provided for evacuees.
- Where possible, records should be maintained electronically using a computer and the Matthew 25 approved database software.
- Usually will also fill other roles as needed

COMMUNICATION SUPPORT UNIT ROLES

Communication Unit Coordinator

- Trained Supervisor position. Shares overall responsibilities with other Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- May also fill the role of one of the other Unit Coordinators or other roles as needed

Communication Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as computers, communication equipment, and/or just additional volunteer personnel.
- Solicits donations/volunteers to fill these needs.
- Usually will also fill other roles as needed

Communication Team

- Responsible for keeping volunteers informed of the status of the various local and government agencies such as FEMA, Red Cross, etc.
- Responsible for keeping volunteers informed of the status of the where the various evacuation shelters and distribution centers may be located along with the operating hours of each.
- Responsible for finding other means of communication in the event that normal methods are not available. This may mean personally traveling to and from various areas to obtain necessary information.

PET CARE UNIT ROLES

Pet Care Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- May also fill the role of one of the other Unit Coordinators or other roles as needed

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Pet Care Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as pet food, supplies, and/or additional volunteer personnel.
- Solicits supplies/volunteers to fill these needs.
- Usually will also fill other roles as needed

Pet Care Registration

- Takes charge of the Pet Care registration tables. Possibly the first contact disaster victim has with Matthew 25. Must make this first impression a positive experience.
- Interview evacuees - gather as much information as possible about their pet such as name, age, special diet, medication, etc.
- Collects all essential personal data from disaster victim for follow-up and assistance purposes.
- Documents new evacuee/pet information and provides it to Pet Care Data Management.

Pet Care Volunteer Clearing Team

- Takes charge of the Pet Care volunteer registration table.
- Provide method for Matthew 25 volunteers to document their time and service information.
- Provide volunteers' information to Pet Care Data Management.

Pet Care Professional Services

- Volunteer services from Professional Pet Care Providers willing to provide their services for evacuee pet victims. These services may include veterinarian, SPCA, Humane Society, and/or other pet care professionals.
- Coordination and scheduling of these services will be made through the Pet Care Unit Coordinator.

Pet Care Team

- Trained volunteers willing to work with animals that have been victims of a disaster situation under the direction of a Veterinarian or the Pet Care Unit Coordinator.
- Some of the services that they may be asked to perform would be grooming, feeding, exercising, and other general care tasks with the animals.
- They would also be responsible for cleaning and maintaining the pet unit and pet supplies.

Pet Care Data Management

- Responsible for keeping records of volunteers' time and service.
- Responsible for keeping records of disaster affected pet information and needs.
- Where possible, records should be maintained electronically using a computer and the Matthew 25 approved database software.
- Usually will also fill other roles as needed.

TRANSPORTATION AND RELOCATION UNIT ROLES (Project Starfish)

Project Starfish Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Will coordinate drivers and vehicles in the evacuee relocation process.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- May also fill other roles as needed

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Project Starfish Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as computers, communication equipment, financial assistance, vehicles, and/or just additional volunteer personnel.
- Solicits donations/volunteers to fill these needs.
- Usually will also fill other roles as needed

Project Starfish Team

- Takes charge of the Project Starfish registration table.
- Interviews evacuees and assists them in finding families outside affected area that they could move in with.
- Verifies receiving families' information and makes preliminary transportation arrangements under the direction of the Project Starfish Unit Coordinator.
- Documents new evacuee information and provides it to Project Starfish Data Management.

Project Starfish Data Management

- Responsible for keeping records of evacuees' information and updates.
- Where possible, records should be maintained electronically using a computer and the Matthew 25 approved database software.
- Usually will also fill other roles as needed

Project Starfish Drivers / Vehicles

- Volunteer drivers to transport evacuees being relocated out of town.
- Volunteer may be asked to use personal vehicle for these transports. Mileage reimbursement would be available in such cases.

LOCAL TRANSPORTATION SERVICES UNIT ROLES

Local Transportation Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers
- Usually will also fill the role of one of the other Unit Coordinators and other roles as needed

Local Transportation Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as vehicles and/or just additional volunteer personnel.
- Solicits donations/volunteers to fill these needs.
- Usually will also fill other roles as needed

Local Transportation Drivers/Vehicles

- Volunteer drivers to transport evacuees to local business such as going to bank, store, doctor, etc.
- Volunteer will be asked to use personal vehicle for these transports. No expense reimbursements will be offered for this service.

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MEDICAL SUPPLIES COLLECTION AND DISTRIBUTION UNIT ROLES

Medical Supplies Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- May also fill other roles as needed
- Primary person responsible for receipt and distribution of all medical related items such as over the counter medicines, medical supplies, personal hygiene items, etc.
- Coordinates volunteer Medical Supplies Collections and Distribution Teams' work schedules.
- Will coordinate the organization and proper storage of these items for secure storage and easy distribution.
- Will coordinate the distribution process.
- Responsible for documenting supplies received along with listing the donors and for getting this information to Medical Supplies Data Management.
- Responsible for documenting the list of disaster victims receiving supplies and for getting this information to Medical Supplies Data Management.

Medical Supplies Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as medicines, medical supplies, professional services, and/or just additional volunteer personnel.
- Solicits donations/volunteers to fill these needs.
- Assists in coordination and scheduling of Doctors, Nurses, Dentists, Paramedics, and/or EMTs.
- Usually will also fill other roles as needed

Medical Supplies Data Management

- Responsible for keeping records of unit volunteers' time and service.
- Responsible for keeping records of disaster victims receiving supplies where feasible.
- Responsible for keeping records of donation groups, organizations, and individuals listing donated items where feasible.
- Where possible, records should be maintained electronically using a computer and the Matthew 25 approved database software.
- Usually will also fill other roles as needed

Medical Supplies Collections Team

- Team of volunteers assisting the Medical Supplies Unit Coordinator in organizing and storing all medical related items such as over the counter medicines, medical supplies, personal hygiene items, etc. for secure storage easy distribution.
- Team will assist in the receipt, unpacking, storage, and distribution of these items under the direction of the Medical Supplies Unit Coordinator.
- Responsible for the sorting and organization of supplies to make it more presentable and easier to distribute.
- Team members may be asked to pick up supplies from various donor locations as needed. No expense reimbursements will be offered for this service.
- Team will assist in making "care packages" under the direction of the Medical Supplies Unit Coordinator.

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Medical Supplies Distribution Team

- Team of volunteers assisting the Medical Supplies Unit Coordinator in distributing medical related items such as over the counter medicines, medical supplies, personal hygiene items, etc. to evacuees as well as to other disaster victims in need of such items.
- All medical items will be distributed under the supervision of a Nurse Practitioner or Doctor.
- Team may be asked to assist the Medical Supplies Collection Team in the sorting, and storage of these items under the direction of the Medical Supplies Unit Coordinator.
- Team may be asked to assist the Medical Supplies Collection Team in making “care packages” under the direction of the Medical Supplies Unit Coordinator.

MENTAL HEALTH CARE SERVICES UNIT ROLES

Mental Health Care Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- Usually will also fill the role of one of the other Unit Coordinators and other roles as needed

Mental Health Care Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as medical services and/or additional volunteer personnel.
- Solicits services/volunteers to fill these needs.
- Usually will also fill other roles as needed

Mental Health Care Professional Services Team

- Volunteer services from qualified counselors willing to provide counseling services for evacuees and other disaster victims.
- Coordination and scheduling of these services will be made through the Mental Health Care Unit Coordinator.

MEDICAL CARE SERVICES UNIT ROLES

Medical Care Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- Usually will also fill the role of one of the other Unit Coordinators and other roles as needed

Medical Care Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs will usually be for medical services and/or additional volunteer personnel.
- Solicits services/volunteers to fill these needs.
- Usually will also fill other roles as needed

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Medical Care Professional Services Team

- Volunteer services from Professional Medical Care Providers willing to provide medical services for evacuees and other disaster victims. These services may include medical doctors, certified nurses, dentists, paramedics, EMT, etc.
- Coordination and scheduling of these services will be made through the Medical Care Unit Coordinator.
- Expenses for services may be reimbursable through FEMA. Professional Medical Care Providers will be responsible for requesting such reimbursements.

Medical Care Pharmacist / Pharmacy

- Volunteer services from Certified Pharmacist/Pharmacy willing to provide medical prescription services for evacuees and other disaster victims.
- Coordination and scheduling of these services will be made through the Medical Care Unit Coordinator.
- Expenses for services may possibly be reimbursable through FEMA. Pharmacist/Pharmacy will be responsible for requesting such reimbursements.

Medical Care Hospital Contact

- Persons working at area hospitals willing to be hospital representatives that would work hand and hand with Matthew 25 volunteers during any situations that may arise where hospital services may be needed.
- Will keep Medical Care Unit Coordinator up to date as to any changes in hospital status of operation and status of disaster related patients.

Medical Care Nursing Home Contact

- Persons working at area nursing homes willing to be nursing home representatives that would work hand and hand with Matthew 25 volunteers during any situations that may arise where nursing home services may be needed.
- Will keep Medical Care Unit Coordinator up to date as to any changes in nursing home status of operation and status of disaster related patients.

Medical Care Follow-up

- Volunteer services from Professional Medical Care Provider willing to provide follow-up medical services for evacuees after they relocate to a different address.
- Coordination and scheduling of these services will be made through the Medical Care provider and the patient.
- Expenses for services may possibly be reimbursable through FEMA. Paramedic will be responsible for requesting such reimbursements.

GENERAL SERVICES/MAINTENANCE UNIT ROLES

General Services Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers.
- Usually will also fill the role of one of the other Unit Coordinators and other roles as needed.

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General Services Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as cleaning supplies, basic tools, electrical/mechanical parts, and/or additional volunteer personnel.
- Solicits services/equipment/volunteers to fill these needs.
- Usually will also fill other roles as needed.

General Services Cleanup Team

- Team of volunteers responsible for basic clean-up of assigned areas under the direction of the General Services Unit Coordinator.
- Usually will also fill other roles as needed.

General Services Team - Professional

- Professional service providers willing to donate their time and services to assist with disaster related incidents as needed. Services could include electrical, mechanical, refrigeration, etc.
- Usually will also fill other roles as needed.

General Services Team - Other

- Volunteers not assigned to any specific task or role willing to assist in any way that they can under the direction of the General Services Unit Coordinator.
- Duties could be to take charge of the portable shower areas, assist with clean-up (homes, church property, etc.), set-up and tear-downs, and various other general tasks and duties.
- May also fill other roles as needed.

LAUNDRY SERVICES UNIT ROLES

Laundry Services Unit Coordinator

- Trained Supervisor position that may share overall responsibilities with other primary Unit Coordinators as applicable.
- Primary contact person for assigned unit.
- Coordinates volunteer work schedules and general activities for assigned unit.
- Responsible for communicating unit status and needs to the Matthew 25 Program Manager, either directly or through other Unit Coordinators or Managers
- Usually will also fill the role of one of the other Unit Coordinators and other roles as needed

Laundry Services Donations Coordinator

- Communicates with unit team members to identify unit needs. Needs could be such items as clothes bags, washing detergent, and/or additional volunteer personnel.
- Solicits supplies/equipment/volunteers to fill these needs.
- Usually will also fill other roles as needed

Laundry Services Team

- Qualified volunteers willing to donate personal time and equipment to wash/dry evacuees' clothes.
- Volunteers may be asked to use personal laundry equipment. No expense reimbursements will be offered for this service.

Laundry Services Drivers/Vehicles

- Volunteer may be asked to use personal vehicle for transporting clothes as needed. No expense reimbursements will be offered for this service.
- Volunteers may be coordinated through the Local Transportation Coordinator when used.