

Olympic Unitarian Universalist Fellowship

Care Team Policies and Procedures

Mission

The OUUF Care Team strives to support fellowship friends and members during special circumstances or just when a person might need to talk to someone. We are not able to provide pastoral counseling services.

Regular Meetings of the Care Team

The current OUUF Care Team has decided to meet quarterly. The acting chairperson will provide an agenda for the meetings and keep the minutes. Copies will be provided to the other members. The discussions regarding persons who need our help are to be kept confidential.

Frequency of meetings, time, place and length are decided upon by consensus.

Services provided as available

- Local transportation (rides to Sunday services, rides to medical appointments, etc.)
- Short term assistance might include meals, running errands, pet care
- Email and phone call check-ins
- Referrals to community resources
- Mailed cards and e-cards
- Visits to residence when requested and possible

Procedures for transportation services

[Special Note: When two parties work out a transportation agreement which has not gone through the OUUF Care Team we have not vetted the driver. So the following listed criteria may or may not apply. The OUUF Care Team is not responsible for privately made transportation arrangements.]

Care Team volunteer drivers are vetted and meet the following criteria:

- The volunteer has character references within the OUUF from either being a long-standing member, or a newer attendee who has been actively involved.
- The volunteer must hold a current driver's license, meets Washington state law insurance requirements and has a cell phone for contacting emergency services as necessary.
- Seat belts will be worn by everyone in the vehicle.
- In cases of transporting vulnerable persons (i.e. persons with mobility problems and/or issues such as dementia) additional reasonable safety precautions will be

made including physically escorting the person to and from the vehicle to the door of the residence or church building, etc.

- **RESIDENTIAL FACILITIES:** if the person lives in a facility such as an assisted living center, rehabilitation center or center for people with memory problems the volunteer driver will use the facilities check in and check out system. The volunteer driver will remain with the person until a facility staff person is with him or her. The volunteer driver understands that we are to respect the wishes of the resident's family and/or or any special instructions that we are made aware of.

Special Circumstances

In cases where it comes to our attention that a long time OUUF friend, member or regular attendee is unable to safely care for themselves due to illness, disability, or other reason the Care Team will make attempts to notify the family of the person(s). If the Care Team is unable to reach a family member the appropriate agency will be contacted (i.e. police, Department of Social and Health Services). It is not the role of the OUUF Care Team to intervene directly or act in the capacity of a social services coordinator.

In the event that it comes to our attention that an OUUF member or regular attendee could possibly be in danger due to abuse or neglect the following protocols will be followed:

1. Attempts will be made to contact the person's family member.
2. If we are unable to contact the family member, or it is suspected the abuse or neglect is involving the family member, the appropriate agency will be notified (Police, Department of Social and Health Services, etc.) It is not the role of the Care Team to directly intervene or become involved in these cases.
3. It is not the role of the OUUF Care Team to provide services normally provided by social services agencies. These kinds of needs will be referred to the families of the party in need, or to the agencies that provide these types of services.

NOTE: The local office of the Olympic Area Agency on Aging provides an excellent Seniors Resource Guide. A number of the resources listed are available to all people, not just seniors.