



Volunteer Position Description

Advance Care Planning Facilitator

Role Overview

The Advance Care Planning Facilitator is a dedicated volunteer who supports individuals and families in discussing, understanding, and documenting their preferences for future medical care. This role is essential in empowering community members to make informed decisions about their health and ensuring their wishes are respected, especially in times of serious illness or crisis.

Key Responsibilities

- Guide individuals and families through conversations about advance care planning, including topics such as living wills, healthcare proxies, and end-of-life preferences.
- Provide clear, compassionate information about the importance and benefits of advance care planning.
- Assist in completing advance directive documents, ensuring accuracy and understanding.
- Maintain confidentiality and respect participants' values, beliefs, and cultural backgrounds.
- Collaborate with healthcare providers and community organizations to support advance care planning initiatives.
- Attend training sessions and stay updated on best practices, laws, and regulations related to advance care planning.
- Document interactions and feedback as required for program evaluation and improvement.

Required Skills and Qualifications

- Strong communication and active listening skills.
- Empathy, patience, and sensitivity when discussing personal and difficult topics.
- Ability to explain complex information in an understandable way.
- Attention to detail and organizational skills.
- Ability to use technology (tablet/laptop) to create online advance directives
- Comfort working with diverse populations.
- Ability to meet people where they are (in their home, residential facility, etc.)
- Basic knowledge of advance care planning concepts (training provided).

- Commitment to maintaining confidentiality and ethical standards.

Time Commitment

Volunteers are asked to commit to a minimum of 4-8 hours per month, with flexible scheduling to accommodate participants' needs.

Training and Support

Comprehensive training and ongoing support will be provided, including access to educational materials, mentorship from experienced facilitators, and opportunities for continuing education.

Impact

By volunteering as an Advance Care Planning Facilitator, you will make a meaningful difference in people's lives by helping them express and document their healthcare preferences, enhancing dignity, autonomy, and peace of mind for individuals and their loved ones.

How to Apply

If you are compassionate, committed to helping others, and interested in promoting advance care planning, please contact our volunteer coordinator at carepreparedinc@gmail.com to learn more or submit your application online.