



## **Powerful Tools for Caregivers Class Leader Volunteer Description**

Powerful Tools for Caregivers (PTC) is a 6-week evidence-based program teaching skills and providing tools to support individuals to care for themselves while caring for others.

### **Objectives:**

- To co-lead Powerful Tools for Caregivers 6-week class sessions.
- To support family caregivers to develop skills to care for themselves.

### **Responsibilities:**

- Complete PTC class leader training (registration fee paid by CVCOA).
- Partner with other PTC Class Leaders to offer this 6-week class, including preparation for sessions and communication with participants throughout the series.
- Offer an inclusive, participant-centered approach.
- Maintain confidentiality.
- Develop familiarity with CVCOA services and other resources to support care partners.
- Keep records of participant attendance and provide at end of series to Family Caregiver Director.
- Report volunteer hours monthly to Family Caregiver Director

### **Qualifications/skills:**

- PTC Class Leader certification.
- Understanding the challenges of being a family caregiver; lived experience is a big plus.
- Ability to create and maintain a safe environment where participants' thoughts and feelings are valued, and group members are treated with fairness, equity and respect.
- Ability to understand and practice confidentiality and professional boundaries.
- Strong listening skills and effective communication skills.
- Comfortable using technology for class presentations and communications.
- Ability to run online meetings if co-leading a series offered remotely. CVCOA currently uses Zoom as our online class platform and can provide training.
- Dependability and accountability.
- Ability to work as part of a team.
- Ability to request assistance as needed.

- Pass all background checks.

**Time Commitment:**

A commitment of at least one year to do the following is expected:

- PTC Class Leader Training: offered virtually; 5 consecutive days, for 3 hours
- 2x/year partner with a PTC class leader to run a class series of six consecutive weeks of 90-minute sessions, plus prep and follow-up time.
- Additional planning and practice sessions may be required.

**Location:**

- Classes may be offered in-person at CVCOA or other community locations; classes may also be offered online.
- Class preparations may take place in-person at CVCOA or remotely.

**Supervision:**

- Volunteers report to and will receive support from the Family Caregiver Support Director

**Benefits:**

- Powerful Tools for Caregivers Class Leader training is provided.
- Volunteer is welcome to use the wi-fi in any CVCOA office.
- All necessary materials will be provided.
- The satisfaction and appreciation that comes with supporting caregivers to develop skills to maintain their own health and well-being.