

DISASTER & RECOVERY MINISTRIES SA

TEAM LEADER CHECKLIST



TASK	DONE
<i>At beginning of shift</i>	
Ensure all chaplains have updated their status on DR Chaplain web-based browser/app to ON SITE	
Ensure all chaplains have signed in to the Centre	
Collect white Team Leader tabard from Centre Manager, previous Team Leader or DRM crate	
Debrief with previous Team Leader if possible (or read written report)	
Introduce self to Centre Manager and Team Leaders from other organisations present, clarifying role expectations, use of space etc etc	
Participate in Centre briefing (as appropriate) and/or conduct own briefing with D&RM team members	
Negotiate with Centre Manager and set up QUIET SPACE if appropriate	
Familiarise yourself with facilities, other agencies and resources available	
Remind chaplains to keep discreet tally of numbers of interactions and referrals	
<i>During shift</i>	
Regularly check in with DRM team members to offer support as needed	
Ensure that chaplains are not clustering together if there are clients/guests present	
Ensure all chaplains take separate rest breaks at least every 2 hours	
Liaise with Centre Manager and other agency Team Leaders as appropriate	
Communicate with DRM Duty Officer as needed, especially if team is requested to go beyond normal DRM role or location	
Be alert to other opportunities for chaplains to serve or to assist those in the Relief/Recovery Centre (inc. staff and other volunteers)	
Ensure that all chaplains maintain a standard of ministry and behaviour which is in line with our Code of Ethics and Guiding Principles	
Be watchful for other 'spiritual carers' seeking to enter the Centre without permission – inform Centre Manager and DRM Duty Officer	
Deal with any injuries to team members and report these using the Incident Report Form	
Check quantities of DRM supplies (eg. brochures) and report any needs to DRM Duty Officer	
<i>At end of shift</i>	
Participate in Centre debriefing (as appropriate) and/or conduct own debriefing with D&RM team members to identify any significant issues arising from the shift	
Ensure all chaplains sign out of the Centre before leaving	
Ensure all chaplains update their status to TRAVELLING as they leave the Centre	
Remind chaplains to complete and submit Travel Reimbursement Form	
Return white DRM Team Leader tabard to the Centre Manager (or the DRM crate if present) or hand on to the incoming Team Leader	
Complete and submit Team Leader Handover report ASAP	
Brief incoming Team Leader in person if possible	