

## Job Description

### Chaplain

<u>Direct Report of:</u>	Fire Chief Safety Officer	Incident Commander (while on-scene)
<u>Peers With:</u>	Assistant Fire Chief Fire Marshal	Training Officer
<u>Direct Reports:</u>	None	
<u>Locations:</u>	Tightwad Fire Station	Coal Fire Station
<u>Resources Provided for District business:</u>	Personal Protective Equipment (PPE)	Photocopier/printer Uniform and badge Training and education
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM)	
<u>Compensation and Allowances:</u>	Unpaid	Mileage, uniform/PPE
<u>Assignment:</u>	Part-time	On-Call 24 hours a day, 7 days per week
<u>Maximum Staffing Level:</u>	1 position	

#### Primary Responsibilities:

Provides for the spiritual and emotional needs of District personnel and others impacted by incidents responded to by the District.

Helps ensure District goals are met and works towards fulfilling the District's vision.

Consults with the Fire Chief but works independently in chaplaincy program activities.

#### Administrative Duties:

- Prepares reports and documentation of chaplaincy program activities
- Prepares annual budget requests to the Fire Chief for chaplaincy program activities
- Helps to control spending within budget

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### Important Duties:

- Plans for and conducts chaplaincy program activities
- Attends District functions and activities
- Visits fire station to develop and maintain relationships with personnel
- Visits hospitals and homes of sick or injured employees and members of their families
- Follows-up with those impacted by incidents—referring them to appropriate resources for care and assistance
- Refers employees to appropriate resources for assistance
- Organizes and serves on the Critical Incident Stress Debriefing Team
- Complies with applicable state and federal regulations and statutes, including District ordinances and policies, particularly involving privacy
- Proposes general procedures, standards, and goals for chaplaincy program activities
- Evaluates needs and makes recommendations for the purchase of chaplaincy program materials and equipment
- Attends meetings and activities involving similar chaplaincy programs
- Responds to alarms when called by the Fire Chief or Incident according to the District's standard operating procedures or guidelines
- Works cooperatively and jointly to provide seamless quality customer service
- Attends conferences and seminars to keep abreast of developments in emergency services and chaplaincy programs

### Desired Knowledge

- Critical Incident Stress Debriefing practices
- Basic fire hazards and fire prevention concepts
- Basic first responder emergency medical response concepts
- Principles, practices, methods, and equipment employed in modern emergency services, including operations and maintenance, including the National Incident Management System (NIMS)
- Basic principles, practices, methods, and equipment employed in modern emergency services operations
- Safety standards and precautions pertaining to fire suppression, EMS, and first aid activities, especially during emergency operations

### Required Knowledge:

- Ministerial practices in a non-denominational setting
- Resources for assistance referrals
- District streets, roads, highways, locations, and known hazards
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services and chaplaincy programs

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### Required Abilities:

- Follows commands and instructions
- Uses good judgment in directing chaplaincy program activities consistent with carrying out the District's mission, policies, operating procedures or guidelines achieving goals, and fulfilling the District's vision
- Establishes relationships and works well with District employees, other officials, the public, and other agencies
- Works safely without presenting a direct threat to self or others
- Communicates with co-workers and employees of other agencies
- Comprehends and makes inferences from written material
- Offers comfort, assurance, and advice
- Communicates with District personnel, patrons, patients, victims, or the public in face-to-face, one-on-one, group, or over the telephone types of settings.
- Produces written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Basic computer skills such as emailing, word processing, and presentations

### Desired Training and Experience:

A combination of experience and education that meets the required training and experience may be substituted for:

- Post-secondary degree or advanced training in psychology, divinity, sociology, social service, counseling, etc.
- Ministerial ordination in a recognized religious or spiritual denomination
- Successful completion of courses in chaplaincy programs for emergency services, Critical Incident Stress Debriefing, crisis/grief counseling, etc.
- Experience or familiarity of emergency services operations
- Public relations or community relations experience

### Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

### Working Conditions:

At times, this position requires disagreeable working conditions that include exposure to any number of elements (individuals with injuries, illnesses, contagious diseases, toxic chemicals, hazardous substances, excessive heat, cold, noise, inclement weather as well as occupational hazards such as exposure to smoke, fire, and explosions; etc.), with several continuously present to the extent of being objectionable.

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### Required Mental and Visual Demands:

- Intense and exacting mental attention, involving complex interactions with people
- Continuous attention to detail

### Physical Requirements:

- Hear and respond to auditory alarms
- Wear and operate wearing personal protective equipment (PPE) such as gloves, goggles, face masks, gowns, etc.

### Additional Requirements:

- Ability to respond to incidents within fifteen (15) minutes when available for duty
- Excellent attendance and active participation
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage

### Statutory Note

Unless specifically licensed or trained, the Chaplain does not provide counseling in the technical sense of the medical and mental health field.

*Note: This Job Description will be reviewed from time to time and adjusted, if necessary.*