

# APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

## CHAPLAIN (Reserve/Volunteer Position)

Revision #

Date: 07/29/2021

Approved By: Signed Copy on File

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Reports to: Fire Chief

Supervisory Position: No    PFA: No    Safety: No    FLSA Exempt: Yes

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### **General Position Description**

The District Chaplain is the spiritual leader of the Fire District who provides emotional and spiritual support to staff, their immediate families as well as the community during and following emergency crises. This position is volunteer, as needed, position, requiring a minimum of eight hours a month interacting with District personnel.

### **Principle Duties and Responsibilities**

Essential functions are not intended to be an exhaustive list of all responsibilities and duties. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Help to create spiritual guidance, positive plans for minimizing stress on the job.
- Show sensitivity and compassion for all in contact regardless of race, gender, social status, or faith.
- Support firefighters and medics after a life-threatening incident.
- Support firefighters and medics after incidents that may be emotionally taxing (e.g., pediatric death).
- Support firefighters and medics after a line of duty death.
- Provide support to family members of first responders lost in the line of duty.
- Help firefighters and medics spiritually and mentally for transfer, promotion, and retirement.
- Help ensure that there is a range of resources available to first responders who continue to work while struggling with emotional issues, including substance abuse, finances, and relationships.
- Be available during and after a crisis to victims of disaster or loss, comfort, advise and assist in any way possible.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Visit fire stations and participate in ride-a-longs when invited to develop relationships with fire personnel. The chaplain will seek permission to visit fire stations before meeting with fire personnel. The chaplain is expected to pay for their share of a common meal if they receive an invitation to stay.
- Respond to major disasters, including mass casualty events, death, or serious injury to AVFPD personnel or at the request of other agencies or hospitals.

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- Assist citizens during or after emergencies as appropriate.
- Offer confidential spiritual counseling, upon request, to AVFPD employees and their families.
- Offer invocations at AVFPD graduations, promotional activities, award ceremonies, and other public relations-related activities.
- Upon request, represent AVFPD before official bodies and at public functions.
- Serve as liaison with other spiritual leaders in the community, and upon request, notify the victim's clergy person.
- Assist in making notifications to families of AVFPD employees who are seriously ill, injured, or deceased.
- Upon request, provide wedding and funeral services for AVFPD employees.
- Make referrals in cases where specialized attention is needed or in those cases beyond the chaplain's abilities or responsibilities.
- Refrain from proselytizing or evangelizing during contact with AVFPD employees while on duty. If directly queried, a chaplain may respond in a clergy capacity, with the faith-based theology according to their beliefs.
- Participate in training classes to enhance his/her effectiveness.
- Work with the Peer Support Coordinator and refer employees to peer support for mental health and wellness assistance.
- At the crisis scene, the chaplain observes all staff's activities, watching specifically for approaching fatigue or undue stress.
- In case of injury to staff, the chaplain can administer comfort, concern, and prayer.
- The chaplain never issues commands at the incident and stays in a safe place at the Duty Chief's discretion until cleared to move locations.
- The chaplain becomes involved with the families on incidents by keeping the distraught from entering the scene, offering spiritual comfort, contact the appropriate clergy or spiritual leaders, and putting the family in touch with the Salvation Army and Red Cross.
- In the event of a person's death at an incident, the chaplain is available to assist in debriefing those first responders suffering from the loss.
- The chaplain is available for personal counseling as requested.
- The chaplain is available to all staff as a listener, confidant, and friend.
- Must be readily available to minister to the first responder's needs when needed and respond to critical incidents.
- Work with the identified chaplain mentor to understand the fire and emergency medical services provided by the District.

## **Minimum Qualifications**

- Be an active spiritual leader—either a licensed or ordained member of the clergy with an organized community of faith.

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- Knowledge of Incident Command System (ICS) with completion of 100 and 200 within the first 3 months of hire.
- Hold a valid California Driver's License.
- Speak, read, and write English fluently.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Awareness of firefighting terminology and basic incident command system.
- Ministerial practices in a non-denominational setting.
- Resources for assistance referrals.
- District streets, locations, and businesses.
- Basic fire hazards and fire prevention concepts.
- Basic first responder emergency medical response concepts.
- Basic principles, practices, methods, and equipment employed in emergency services operations.
- Basic rules, regulations, and safety standards of the District on fire suppression and emergency medical services.
- Emergency experiences with a familiarity of all phases of emergency operations.
- Ministerial ordination in a recognized religious or spiritual denomination.
- Public relations experience.
- Interact with external audiences to benefit the organization.
- Be resourceful and flexible.

**OCCUPATIONAL DEMANDS:**

- Maintain physical condition appropriate to assigned duties and responsibilities, including sitting or standing for extended periods.
- The ability to lift files, open file cabinets, and bend or stand as necessary.
- This position requires the abilities of functional self-mobility, effective modes of communication, and adequate vision required to perform assigned duties.