Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.81

2. SUBJECT: ***Job Description – Fire Chaplain***

3. POLICY: The Chaplain position is established to provide non-denominational, non-sectarian spiritual aid, comfort, and guidance to citizens and first responders and their families.

4. SCOPE: This Policy and Procedure is applicable to the Chaplains of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.
   B. The Chaplains will adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received: The Chaplain shall be responsible to and under the supervision of the District Fire Chief or designee.

   B. Supervision Exercised: No supervision is exercised in this position.

   C. Essential Duties and Responsibilities

      1. Offer appropriate spiritual support for First Responders when requested along with emotional care during times of personal and professional crisis.
      2. Respond to emergency scenes to offer appropriate spiritual and emotional support to first responders. Provide comfort and care at hospitals for injured personnel and their families.
      3. Act as a point of contact between the fire department and hospitals, clinics, and medical professionals. Assist families with hospital visits, updates on injured personnel, and spiritual support during critical situations.
      4. Conduct or assist with funerals, memorial services, and firefighter line-of-duty death ceremonies. Support families of fallen firefighters during times of grief and loss.
      5. Offer confidential counseling services to department personnel dealing with stress, personal issues, grief, or trauma. Provide referrals to licensed mental health professionals when necessary.
      6. Teach training classes on stress management, nondenominational spiritual wellness, and coping mechanisms for high-pressure situations. Offer

educational sessions on crisis response, moral decision-making, and ethical considerations in emergency services.

7. Serve as a Personnel Service Officer/Crisis Management Coordinator/Critical Incident Response Team (coordinating with other agency Chaplains).

D. Peripheral Duties

1. Attendance at District Events
2. Regularly attend training and develop skills
3. Coordinate with other Agency Chaplains
4. Maintain good reputation in community as a representative of the Fire Service

E. Knowledge Ability and Skills

1. Courteous, professional, confidential
2. Basic understanding of traumatic stress, physical responses to stress, mental health, etc.
3. Ability to remain neutral and unbiased, non-sectarian
4. Excellent public relations skills
5. Initiative and follow-through
6. Ability to instill trust, consistency, and fairness to volunteers and staff
7. Ability to organize events and ceremonies
8. Dependable and able to control emotions in stressful situations

F. Special Requirements

1. Current Member of Grant County Fire District 3
2. No job-related crime or released from prison in last 10 years; no conviction of sexual, physical, domestic abuse in last 20 years.
3. Read and write English
4. Able to meet District physical standard
5. Able to communicate effectively with people in emotional, traumatic, and stressful situations in a respectful, courteous, and caring manner.
6. Able to establish and maintain good working relationships
7. Trustworthy and able to maintain confidentiality

G. Tools and Equipment Used: computer, phone, basic office equipment, radio/ pager, go-bag, first-aid equipment

H. Physical Demands: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

I. Work Environment: the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed in shop, office, residence, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
2. The noise level in the work environment is usually quiet in office settings and loud at emergency scenes.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.