

Spokane Valley Fire Department

Job Description

Community Risk Reduction Specialist

Created 08-13-2015

Revised 11-14-2018

Nature of Work

Under moderate supervision provided by the Fire Marshal, the Community Risk Reduction (CRR) Specialist will develop, promote, coordinate, and conduct activities and programs which will educate or train community and department members concerning fire, life safety, injury prevention, fire extinguisher, and other dimensions of fire department activities. The employee will act independently in devising methods and procedures based on recognized best practices and within the limits of fire department policy.

Work is light in nature, involves frequent contact with the public, and will require irregular work hours. This is a non-combatant position, with no requirement for performance of fire suppression or emergency medical response.

Examples of duties and expectations (to include but not limited to):

- ♦ Assist the Fire Marshal in the development of a community risk analysis (CRA) analyzing fire department statistics to determine deficiencies/needs and focus education programs and advocates for resources needed to address the identified risks.
- ♦ Assist the Fire Marshal in the development and implementation of goals, objectives, policies, procedures and priorities of operations with regard to prevention and community risk reduction.
- ♦ Develop, support, and implement education and risk reduction programs to reflect needs as identified in the CRA.
- ♦ Coordinate and assist the Fire Marshal with the implementation of a Community Risk Reduction Team in the development of the department risk reduction plan and programs.
- ♦ Evaluate the needs of vulnerable populations and develops appropriate programs to address needs pertaining to fire and life safety, and other risks based on the CRA.
- ♦ Coordinate and support station officers in regard to the community, station, and response area's identified risks, needs and focus; advocates for resources needed to address the identified risk.
- ♦ Develop, modify, implement, evaluate and prioritize education and outreach programs to reflect identified department needs.
- ♦ Assist and support the Deputy Chief of Operations, or his/her designee, with the development, implementation and delivery of a Community Paramedicine Integrated Mobile Healthcare Program.
- ♦ Interact with the community and private and public sector administrators in the need for fire, safety, and injury prevention programs.
- ♦ Create, support, and sustain effective internal and external partnerships and consistently demonstrate an understanding of and respect for all members of a diverse community.
- ♦ Coordinate implementation of safety programs with school district administrators.
- ♦ Make presentations to citizen groups, businesses, and schools. Includes leading discussions, showing slides and movies, and answering questions on fire and injury prevention and fire science using clear, appropriate, and persuasive language.
- ♦ Work collaboratively with Prevention Staff and Community Affairs to ensure consistent, appropriate communications with stakeholders.

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- ◆ Prepare, select and/or create appropriate materials and methods to reach selected audiences effectively, with priority on tools that have been tested and evaluated for effectiveness.
- ◆ Prepare culturally and developmentally appropriate displays and informational boards suitable for diverse audiences.
- ◆ Conduct and coordinate interviews for youth who have displayed fire setting behavior.
- ◆ Work with Prevention Bureau personnel, social workers, counselors, and juvenile justice agents as needed.
- ◆ Operates an automobile with trailer.
- ◆ Performs other duties as assigned.

Supervision:

Works under the direct supervision of the Fire Marshal.

Required occupational qualifications:

To be eligible to apply for this position the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them:

- ◆ Must have proof of eligibility for employment in the United States.
- ◆ Must be 18 years of age prior to the closing of applications.
- ◆ Must have a high school diploma or equivalent.
- ◆ Must have a valid state driver's license.
- ◆ Must be able to communicate the English language clearly and concisely, both orally and in writing.
- ◆ Must be a non-user of any tobacco products.

Educational and other Requirements:

- ◆ A minimum of a Bachelor's degree in education, communications, adult education, early childhood education, marketing, social work, or related field from an accredited college or university; **or** 6 years of public education experience; **or** an equivalent combination of education and experience is required.
- ◆ A minimum of two years of increasingly responsible experience as an instructor or educator with experience in planning and delivering education programs, classes, or presentations; **or** any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the listed duties.
- ◆ Familiarity with the fire service is desirable.

Requirements of work:

- ◆ Ability to learn the geography and demographics of the jurisdiction.
- ◆ Knowledge of fire department operations and the ability to convey that knowledge to individuals and groups.
- ◆ Must have strong computer skills including knowledge and use of Microsoft Office Applications and general databases.
- ◆ Ability to prepare fire department material for the print and broadcast media and participate in its presentation in clear, literacy-friendly, culturally-appropriate, and easily understood terms.
- ◆ Communicates in English, both verbally and in writing, and has the ability to speak effectively in public and to large groups in terms that are clear and easily understood.

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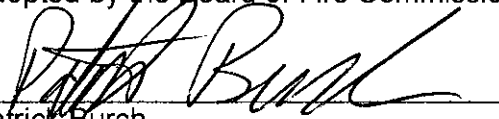
Community Risk Reduction Specialist

- ◆ Solicits partners and resources as needed to communicate well with members of the community who do not speak or read English.
- ◆ Ability to learn applicable department rules and regulations.
- ◆ Willingness to actively pursue additional training to maximize needed job skills and to maintain state of the art knowledge through continuing education at training schools, seminars, conferences, and study of written materials.
- ◆ Willingness to work irregular hours.
- ◆ Ability to use a variety of audio/visual equipment.
- ◆ Ability to gather and interpret statistical data for use in program development.
- ◆ Willingness to occasionally travel outside the jurisdiction for purposes of training, conferences, etc.
- ◆ Must meet the qualifications of or obtain IFSAC Juvenile Fire Setter Intervention Specialist I within one year of employment.
- ◆ Must obtain and maintain Public Fire and Life Safety Educator I within one year of employment.

Physical Requirements:

- ◆ Ability to see, with or without corrective lenses, well enough to read fine print.
- ◆ Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.
- ◆ Ability to climb two flight of stairs.
- ◆ Enough body mobility to walk and stoop.
- ◆ Enough manual dexterity to write and use a computer keyboard.
- ◆ Enough strength to lift and carry 15 pounds.
- ◆ Enough stamina to perform duties for up to four hours with only one 15 minute break.

Adopted by the Board of Fire Commissioners this 10 date of DECEMBER 2018.


Patrick Burch
Chairman