

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Fire Chaplain – Part Time

Department: Fire
FLSA Status: Non-Exempt
Job Code: FR95

JOB SUMMARY

The purpose of this classification is to perform skilled and technical work consisting of counseling, spiritual support, leadership, and administrative functions. Primarily responsible for the oversight and management of the Roswell Fire Department Chaplaincy program. Under direction, performs administrative and leadership assignments of considerable difficulty necessary to planning, organizing, and training. Work involves highly responsible support to the fire department requiring independent judgment while following established policies, rules, and laws. Work is reviewed through reports, observations, and obtained results.

The Chaplain offers spiritual support to City of Roswell staff, medical patients, victims of fire or crime, and their families. This ministry is manifested most clearly in times of crisis. The Chaplain is committed to respect the dignity and faith tradition of each individual and to guide and direct the spiritual climate of the organization. Their pastoral care ministry should be inclusive and open to persons of all faiths or no faith. The Chaplain also facilitates communication between patients and their faith communities.

ESSENTIAL JOB FUNCTIONS

- Provides counseling and spiritual guidance to City of Roswell employees, citizens, and their families in times of crisis and help them with their spiritual needs
- Visits sick and injured Public Safety personnel in homes and hospitals
- Assists in making death notifications
- May assist personnel in the Police Department's victim assistance program
- Serves as liaison with other clergy in the community
- Serves in ceremonial functions by offering prayers and invocations at special events, council meetings, funerals, memorial services, graduations, award ceremonies, etc.
- Serves as liaison with religious and chaplaincy organizations

- Provides spiritual guidance to patients and family members when a disabling injury or a death occurs
- May respond to major fire incidents and critical calls, including fatalities
- Visits local hospitals and medical clinics to build rapport with medical personnel
- May assist family in funeral arrangements for both active and retired public safety members and their families
- Supports public safety members when requested
- Serves as a member of the Critical Incident Stress Debriefing Team
- Serves as a member of the PEER Support Team
- Assists in the formulation of department operating procedures, rules, and regulations
- Develops innovative solutions to broad and complex issues; takes a systems approach to problem-solving
- Serves as a support member of the Fire Chief's Command Staff and a technical resource providing guidance and support to other team members when applicable
- May be on an on-call rotation and responsible for responding to incidents in a support role if needed
- Provides direction in the form of broad goals and parameters and consultation to management and peers in the area of accountability
- Meets with staff to build relationships and trust with employees at all levels of the organization
- Facilitates alignment of the strategic direction of the organization
- Responsible for the planning, research, processing and execution of special projects as assigned

In Emergency Situations, the Chaplain will respond when contacted by dispatch or public safety personnel or at his/her discretion and will report at the scene to the incident commander or highest ranking officer in charge. The Chaplain will respond as follows when and if applicable and or requested:

To the Scene when:

- A working structure fire is in progress
- A critical incident is in progress
- Critical injury or death to any city staff member
- The incident involves a victim that is a member of a department members' family
- Whenever the incident commander determines that the Chaplain's services may be of value in the ongoing emergency operations

To the Hospital when:

- The incident commander or care provider determines that the victim or family may need support or counsel
- The victim's family needs to be located and notified
- The patient is a member of the organization

This may include situations where:

- The victim or family is highly emotional or unstable
- Care is needed for the family of the victim while treatment is underway

- The victim or family requests the services of a Chaplain or clergy
- Incident Command feels the Chaplain's presence would be of benefit to the victim or department personnel

Any communication a person makes to the Chaplain is strictly confidential and will not be released to any members or the public. Any member may go to the Chaplain without having to notify his or her supervisor or anyone else.

The Chaplain does not replace the home church pastor but seeks to support the concern of every church for its members who may be in professions with special risks and needs.

EMERGENCY RESPONSE STATUS: As a condition of employment, this position will be required to work as directed during an undeclared and/or a declared emergency. The employee is subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

MINIMUM QUALIFICATIONS

Education and Experience:

- Chaplains must hold credentials (ordination, commissioned and endorsed) from a recognized religious organization that is representative of a measurable percentage of the community.
- Chaplains must have a formal education or advanced training in counseling techniques whether religious, secular or any combination of the two.
- At least two units of Clinical Pastoral Education from an ACPE organization are preferred. This includes Critical Incident Stress Management, Crisis Intervention Training, and Security and Integrity, all of which should be completed within six months of appointment.

Licenses or Certifications:

- Board Certified Chaplain by Association of Professional Chaplains, preferred
- 2 years of pastoral experience preferred

Knowledge, Skills and Abilities:

- Ability to effectively communicate verbally and in writing using multi-media tools
- Ability to prepare clear and concise reports
- Ability to make presentations to City Council, fire personnel, citizens, civic and governmental organizations

PHYSICAL DEMANDS

The work is light work which requires the ability to exert minor physical effort, with greater emphasis on walking and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (0-25 pounds). Tasks also require the ability to perceive and

discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.