



Job Announcement: Community Risk Reduction Specialist

Position Open: Open Until Filled

Clark-Cowlitz Fire Rescue (CCFR) is seeking a motivated professional to serve as a Community Risk Reduction Specialist. CCFR is located in Clark County, Washington and covers 125 square miles including the cities of La Center, Ridgefield, and Woodland in Cowlitz County, as well as several rural areas of Clark County.

Position Title:	Community Risk Reduction Specialist
Reports to:	Fire Marshal / Division Chief
Position Status:	Hourly, At-Will
Salary Range:	\$5,800 - \$6,529/month , plus a generous benefit package
Benefits:	Paid Sick and Vacation Leave; Short and Long Term Disability Insurance; Medical / Dental / Vision Insurance; District Provided Life Insurance; Education Incentive; PERS State Retirement

NATURE AND PURPOSE OF WORK

- a. The Community Risk Reduction Specialist works under administrative direction of a Division Chief or Program Manager, to perform and coordinate assigned community risk reduction activities within Clark-Cowlitz Fire Rescue ("District"); to coordinate assigned activities with other Divisions of the District, municipalities, and outside agencies; and to provide expertise and direction for community risk reduction services in support of the Mission of the District.
- b. This position is excluded from the bargaining unit. This position will normally work a 40-hour, Monday – Friday schedule, but will be expected to vary work hours to fit the needs of the District.

LEVEL OF RESPONSIBILITY

The position is responsible to exercise independent judgment, and act in the best interest of the Fire District. The Community Risk Reduction Specialist is responsible to support other District personnel as necessary. This position requires a minimum of supervision and is answerable for public engagement, mitigating risks, public education, and regulations and policies as established by the District. The position may require weekend duty as well as recall for certain emergencies.

This position may supervise personnel performing Community Risk Reduction Activities in some situations.

Personal development is to be demonstrated by the work accomplished and participation in ongoing professional development.

ESSENTIAL JOB FUNCTIONS

- Presents to and educates citizens in groups and individually on diverse personal and environmental safety and risk reduction topics.
- Act as a primarily social services connector.
- Work as part of a well-coordinated team with Community Resource Paramedic(s) to deliver services and connection to resources for individuals with diverse needs.
- Provides timely, accurate, and creative messaging across various media platforms for public education, outreach, and information about District activities and responses.
- Builds positive and productive relationships with citizens/patients as well as social services.
- Identifies unmet needs and assists with social and health connections for individuals, within the scope of the programs.
- Inspects private residences for hazards including trip and fall hazards, fire safety hazards, and other risks to personal safety.
- Assists in developing public risk reduction strategies for District personnel and members of the public.
- Reviews and analyzes referrals for individual service.
- Perform initial and follow-up visits with citizens.
- Assists individuals with installation and use of Durable Medical Equipment related devices.
- Helps to develop and implement goals, objectives, policies and procedures related to community risk reduction services.
- Accurately and comprehensively documents patient contacts using related records management systems and programs and supporting technology.
- Compiles complete and usable patient files and data.
- Monitors and evaluates the efficiency and effectiveness of community risk reduction service delivery methods and procedures, including recommending appropriate changes to service, equipment, and systems.
- Provides training and education of department personnel and members of the public in areas of expertise.
- Prepares and distributes detailed reports on work performed using a variety of methods and programs
- Maintains positive relationships and presents a courteous and helpful attitude and demeanor when dealing with the public, co-workers, and other agencies.
- Plans and coordinates District community risk reduction activities with municipalities, other divisions, agencies, and jurisdictions; participates in community risk reduction related regional and county committees and training events as directed; attends and participates in professional group and elected board and council meetings on occasion.

- Maintains knowledge of community risk reduction strategies and modern public education practices.
- Participates in meetings, committees, programs, and projects within and outside the Organization as assigned.
- Responds to appropriate emergency scenes and major incidents as needed, within the scope of assigned role.
- Performs other duties as assigned
- Must have the ability to communicate clearly and effectively verbally, in writing, and within all communication systems of the District.
- Must exhibit good moral character, temperate personal habits, and show evidence of an industrious work ethic
- Other related work and duties as assigned.
- Direct, guide, and supervise Community Risk Reduction activities performed by others.

CONTROLS OVER WORK

The Community Risk Reduction Specialist works with, but under the general supervision of a Division Chief or Program Manager, who evaluates work for conformance to departmental policy and effectiveness.

MINIMUM QUALIFICATIONS

REQUIRED

- Must have an Associate's or Bachelor's Degree in Education, Teaching, Public Health, EMS, Fire Science, Safety, or a related field, from a regionally accredited college or university.
- Must be a legal resident of the United States.
- Must be at least 18 years of age or older.
- Must have a valid driver's license.
- Must meet knowledge, health, and physical qualifications established by the District
- Must be capable of reading, speaking, and writing the English language.
- Must have basic knowledge of personal and home safety; fire safety.
- Must pass a background investigation, psychological evaluation, and management evaluation.
- Must pass a pre-employment physical exam and drug screen.
- Must have a working knowledge of clerical filing systems and basic computer skills, including the use of the Microsoft Office Suite.

DESIRED

- Bachelor of Science Degree with a focus in Education, Fire Protection, Fire Protection Engineering, Fire and Safety Engineering Technology, Safety, or a related discipline from a regionally accredited college or university
- Experience in emergency response and/or firefighting
- Credentialed Public Educator and teaching experience
- Familiarity with falls prevention programs such as the CDC STEADI or NFPA

Steps to Safety Program

- EMT or First Responder Certification
- Working knowledge of local social service programs, non-profit community support services, behavioral health programs, and hospice care services.
- Education and/or involvement in Community Risk Reduction (CRR) planning/activities
- Experience and/or credentials for public outreach and education
- Completion of ICS 300 and 400 courses
- Meet professional qualifications outlined in NFPA 1035 Standard
- Fire Service Instructor or similar instruction credential

Note: CCFR reserves the right, at its sole discretion, to determine whether the combination of education and experience are commensurate with the requirements of the position.

WORK ENVIRONMENT

Work is performed in the station, office, private dwellings, and in vehicles and outdoor settings; in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to biological and other hazards associated with rendering medical assistance, including body substances, and contaminated spaces and equipment.

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.

PHYSICAL DEMANDS

Emergency activities may expose the Community Risk Reduction Specialist to hazardous conditions, materials, or health risks during fire suppression, hazardous material incidents, or in caring for the sick and injured. While performing the duties of this job, the Community Risk Reduction Specialist is occasionally required to stand, walk, use hands to handle or operate objects, tools, or controls, and reach with hands and arms. The CRP is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, or smell. The employee may regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The statements contained herein reflect general details as necessary to describe the functions of this position, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize workloads, or otherwise to balance.

APPLICATION PROCEDURE

If you are interested in pursuing this exciting career opportunity, please submit the following **required** items:

1. CCFR Employment Application
2. Confidential Disclosure (signed and notarized)
3. Cover letter that explains your interest in the position and summarizes your experience and education
4. Written (typed) response to the required Supplemental Questions
5. Résumé
6. Copy of educational transcripts
7. Copy of applicable certifications

Application materials are available online at www.clarkfr.org. Application questions may be directed to Christi Linn at (360) 887-6203 or christi.linn@clarkfr.org.

The District will accept application packets at Clark-Cowlitz Fire Rescue, 911 N 65th Ave, Ridgefield, WA 98642 or electronically submitted to:
christi.linn@clarkfr.org

EXAMINATION AND SELECTION PROCESS

After application review, the top qualified candidate(s) will be invited to participate in an interview and/or qualification assessment center.

The top candidate(s) recommended from the interview will be invited to a Chiefs' Interview within the following week.

Please note that this process may close at any time when sufficient application(s) are received, depending on the needs of the District. Please consider applying early.

Note: *In accordance with the Immigration Reform and Control Act of 1986, employment of people hired by the District after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States.*

*** Clark-Cowlitz Fire Rescue values diversity in its workplace and community. Minority and female candidates are invited and encouraged to apply. Clark-Cowlitz Fire Rescue is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, marital status, national origin, creed, sexual orientation, or disability, unless based upon a bona fide occupational qualification.

Supplemental Questions:

(Limit Responses to No More Than 1 Page Per Question)

1. **Why do you want to work for Clark-Cowlitz Fire Rescue?**
2. **Describe your interest in or passion for community risk reduction and public education along with steps you have taken to prepare for this position?**