



West Valley Fire-Rescue

Yakima County Fire District 12

JOB DESCRIPTION

POSITION:	DEPARTMENT COUNSELOR
DIVISION:	SUPPORT SERVICES
IMMEDIATE SUPERVISOR:	FIRE CHIEF / ADMIN/FINANCE OFFICER
FLSA STATUS:	NON-EXEMPT / PAID-ON-CALL
REVISION DATE:	MAY 1, 2020

JOB SUMMARY

Provide counseling support designed to meet emotional needs of Department members and/or their families. The Counselor will provide a resource for crisis intervention, counseling and other appropriate referrals to help resolve stressful and emotional situations.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Perform or assist with Critical Incident Stress Debriefings.
- Provide support for Department members and family upon request in times of difficulty.
- Attend Department scheduled activities such as graduations, ceremonies and social events when available.
- Record and report activity according to the Department form.
- Occasionally check-in with members through drill attendance at stations, phone calls, texts or emails.
- Provide training and education to members of the Department regarding mental health and well-being.
- Meet with and provide training to recruit members during recruit school.
- Work closely with Chaplain and other members of the District CISD team to address emerging issues.
- Create and lead a peer to peer group of members for overall mental health assistance.
- Attend various training classes to maintain credentials.
- Meet with the Fire Chief / Admin Officer periodically to review the program.

- Performs all other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- Bachelor's degree in counseling or a counseling related field. (Master's Degree preferred)
- Maintain counseling license.
- Experience in counseling individuals and families. Crisis intervention experience / skills desired.
- Experience in working through PTSD with individuals and groups.
- Be a member of the Departments Support Services.
- Valid Washington State Driver's License required.
- Must have access to a vehicle.
- Must possess auto insurance.

SKILLS, KNOWLEDGE, AND ABILITIES

A strong understanding of Trauma and Post Traumatic Stress with the ability to conduct supportive counseling services to individuals and groups. The ability to act as an effective team member during Critical Incident Stress Debriefings both as the lead and as a supporting member. Strong communication skills to communicate and effectively work with members and the general public. Ability to perform effectively under stressful and adverse conditions. Ability to understand and follow oral and written communications. Ability to evaluate the Departments overall mental health and communicate this to the Chief. Thorough knowledge of Fire Department rules, regulations, policies and procedures as they pertain to their scope of work. Ability to understand and work within the chain of command. Ability to work with the public. Able to write comprehensive reports and maintain records. Ability to deal with and effectively handle personnel problems. Adaptable and flexible to change, committed to Department growth and improvement. Must be credible, enthusiastic, confident and understand the Mission of the Department while adhering to behavioral health standards and ethics for confidentiality.

ESSENTIAL JOB FUNCTIONS

Position requires occasional outside incident/field work in a variety of terrain and weather conditions with appropriate safety gear. Light duty is an assignment of a member, who meets all the essential job functions listed in Appendix B of Policy 2115.

This position requires repetitive motions of the wrists, hands and fingers. Constant use of both hands in reaching, handling, grasping, pushing and pulling while performing duties. Able to lift and carry materials up to 25 pounds, more with assistance. May require sitting, climbing, crawling, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time. Seeing, speaking and hearing to evaluate and communicate situations. Must be able to speak, and to receive and understand written and oral communications in English and give written and oral instruction.

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Yakima County Fire Protection District 12 is an Equal Employment Opportunity employer. It does not discriminate against its members or against applicants for appointment. Decisions regarding selection, promotion and/or tenure shall be free from restrictions based on physical, cultural, religious or other biases. Decisions regarding selections, promotions and/or tenure shall be directly related to the applicant's qualifications and ability to perform the requirements of a position. If you feel you have been discriminated against, please contact the Fire Chief or Board of Fire Commissioners.

This job description does not constitute an employment agreement between the Fire District and the employee and is subject to change as the needs of the Fire District and requirements of the job change.