

## JOB DESCRIPTION

### County of York



**Emergency Management Agency  
Office of Fire & EMS Assistance**

### **Youth Fire Prevention and Intervention Specialist**

**Status:** Reserve  
**FLSA:** Non-Exempt - Hourly  
**Salary:** \$21.00  
**Reports to:** Fire Administrator

## JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This position is responsible for providing fire safety education and intervention activities related to minimizing the effects of youth fire setting upon the citizens of York County. Duties and responsibilities include all of those associated with the Youth Fire Prevention and Intervention Specialist (YFIS) as defined within the YFIS job description.

## SUPERVISION RECEIVED AND EXERCISE

This position is under the direct supervision of the County Fire Administrator. On-the-job training will be provided and evaluated over a six-month probationary period.

This position does not have any supervisory responsibilities.

## EMPLOYEE EXPECTATIONS

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues

- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas to meet certification, and/or qualification requirements defined by the State of Maine Fire Marshall's Office:

- Experience and knowledge in basic management strategies and community risk reduction program development
- Experience in a fire / law enforcement, or social service setting which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs.
- Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
- Experience in narrative report writing.
- Knowledge of fire behavior, incendiary/ explosive devices, dangers and prevention strategies.
- Knowledge of behavior management such as understanding, explaining, describing and predicting behavior, studying the connection between behavior and its causes and identifying appropriate behavior intervention or modification strategies for individual situations.
- Training and certification to NFPA Standard 1035 for Youth Fire Setter Intervention Specialist I required, with Youth Fire Setter Intervention Specialist II preferred.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

Essential functions are fundamental and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Formulation and implementation of program forms, procedures and policies related to intake, interviewing, confidentiality, documentation, education, and follow-up aligning with state, local, and community risk reduction initiatives
- Develops and/or maintains data collections systems for records of intake, interview, education, intervention, and follow-up activities
- Assigns and manages YFPIS staff member(s) and/ or other qualified personnel in specific youth fire setting referrals.
- Oversees and reviews all youth / family interviews to aid in identifying factors contributing to the youth's fire setter tendencies.
- Develops timely budget outlines, quarterly reports, and recommendations for youth fire safety education and intervention program.
- Identifies key stakeholders in the community to develop local partnerships to aid in program development and local community risk reduction initiatives.
- Develops and/or maintains relationships with clinical professionals who review interview reports and recommendations.
- Analyzes the effectiveness of the fire safety program, interventions, and community outreach in relation to the program mission and local community risk reduction initiatives.

### **SPECIAL KNOWLEDGE and SKILLS**

Incumbent must possess a strong understanding of fire safety education practices, local laws and ordinances governing youth related to fire prevention, basic interviewing techniques, rules governing confidentiality, state and local behavioral health resources, abuse / neglect awareness and emergency reporting procedures.

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. The applicant must have a well-developed communication style to effectively cultivate rapport with a staff, youth or family as this is invaluable to the process of youth fire safety intervention.

Incumbents must demonstrate a strong ability to be organized while maintaining the ability to manage multiple referrals and staff members. The incumbent must have the ability to indirectly supervise a staff of 1-30, who represent varying roles within the youth fire safety program. This includes the ability to provide constructive feedback, guidance, and informal /formal reviews.

### **LANGUAGE SKILLS**

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the public.

## **REASONING ABILITY**

Incumbents must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. The position requires a full understanding of the impact of dual-roles and boundaries when interacting with a youth or family and to have a firm grasp of accountability factors that must be employed for individual situations or events.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must hold a valid Maine driver's license and possess own vehicle.
- Youth Fire Setter Intervention Specialist I to NFPA Standard 1035 or National Fire Academy standards.

<h2><b><u>PHYSICAL REQUIREMENTS</u></b></h2>
--

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

**Physical Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing and answering phones. The employee is frequently required to walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Submittal Instructions**

Any internal / external candidate wishing to apply must submit a county application, resume and list of certifications to:

York County Human Resources  
Attn: Linda Corliss  
45 Kennebunk Road  
Alfred, ME 04002

OR

Via Email To:  
Linda Corliss  
Director of Human Resources  
lmcorniss@yorkcountymaine.gov

**Deadline: This position will remain open until a qualified candidate is selected.**

York County Government is an Equal Employment Opportunity Employer.  
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran Status.