



## County of York

<b>Job Title:</b>	Youth Firesetter Program Manager
<b>Department:</b>	Office of Fire and EMS Assistance ( <b>EMA</b> )
<b>Reports to:</b>	Chief Fire Administrator
<b>FLSA Status:</b>	Non-Exempt – Part-Time
<b>Hourly Rate:</b>	\$21.00 Hour
<b>Union:</b>	Non-Union

### **SUMMARY**

This position is responsible for managing and 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 Firesetter Intervention Specialist (YFIS) as defined within the YFIS job description.

The YPFM is responsible for managing and conducting youth fire setter intakes and interviews, presenting education, implementing interventions, community outreach, and program development.

### **EXPECTATIONS OF EMPLOYEE**

- 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

### **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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

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 YFIS staff member(s) and/ or other qualified personnel in specific youth firesetting 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 report and recommendations.
- Supervises all aspects of fire safety education, interventions, and follow-ups as implemented by the YFIS staff member.
- Analyzes the effectiveness of the fire safety program, interventions, and community outreach in relation to the program mission and local community risk reduction initiatives.

## **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 Firesetter Intervention Specialist I required, with Youth Firesetter Intervention Specialist II preferred.

## **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.

Incumbent must demonstrate a strong ability to be organized 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 general public.

## **REASONING ABILITY**

Incumbent 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 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 Firesetter Intervention Specialist I to NFPA Standard 1035.
- Youth Firesetter Intervention Program Manager to NFPA 1035 or National Fire Academy standards.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands or fingers to handle or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

While performing the duties of this job, the incumbent is routinely exposed to both inside and outside environments. The position will require routine travel to a youth or family's home for the purposes of intake, interview, education, intervention, and follow-up activities. The applicant must be able to recognize unsafe locations and possess a high level of situational awareness in all work environment settings. The noise level in the work environment is usually moderate, though variations in location and dynamics may impact noise levels.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or by downloading from the County of York website:

[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

**All Applications and Resumes should be submitted to:**

York County Human Resources

Attn: Linda Corliss

45 Kennebunk Road

Alfred, ME 04002

**This position will remain open until filled with a qualified applicant.**

*York County Government is an Equal Employment Opportunity Employer.*