



COMMUNITY SUPPORT SERVICES

Channahon Fire Protection District

Part-Time Community Support Services Administrator

Be part of a new opportunity
to provide a cutting edge
community care!

The Channahon Fire Protection District is located in the southwest suburbs of Chicago. Serving a community population of approximately 14,000 persons. Supported by internal run data and observation of national trends in community care and risk reduction, the fire district has identified the need to address these trends and circumstances in a proactive manner. The goal of this position is to respond to staff referrals and management of resources to assist residents and other service users with accessing necessary community and social resources. In a world where mental health, emotional trauma care, crisis intervention, and traumatic event care is more critical than ever, our organization aims to provide the personnel and resources to take care of patients, their families, and their required needs in their most distressing moments.

Position Features

The fundamental reason this classification exists includes but is not limited to serve as a liaison to the community and provide necessary follow-up care and referrals to individuals who may require in-home services, access to mental health resources, substance abuse support, and other assistance that achieves continuation of care outside of emergency services. This position is also tasked with post-fire occupant stabilization and ensuring their basic needs are met, providing access to disaster relief resources, and conducting follow-up to ensure temporary housing and vital living needs are met. In addition, the position works proactively within the community and within local partnerships to educate the population of identified vulnerabilities and risks specific to the socio-economic environment within the fire protection area. Work involves strategic management of community risk reduction in conjunction with the Life Safety Educator, mental health resources, and household services for elderly, disabled, and families caring for individuals with special needs or conditions.

Experience

- Minimum of three (3) years of progressively responsible experience in a public safety or support services organization.
- Demonstrated experiences in community support service including risk reduction, community care methodologies, and disaster/trauma relief.

Minimum Qualifications

- Crisis First Aid
- Crisis & Trauma Intervention
- CPR/AED/First Aid Training
- Emotional Support
- FEMA IS 100
- FEMA IS 200
- FEMA IS 700
- Valid Illinois Driver's License

Preferred Qualifications

- Office of the State Fire Marshal Life Safety Educator or equivalent experience
- Office of the State Fire Marshal Instructor or equivalent experience

24929 S. Center Street • Channahon, Illinois 60410
815-467-6767 www.channahonfire.com

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. *This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities if you are employed with us.*



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Organizational Summary

The Channahon Fire Protection District serves an area of approximately 35 square miles covering areas primarily in the Village of Channahon with areas in the Village of Minooka as well. Response areas also incorporate portions of Interstate 55, Des Plaines River, DuPage River, I&M Canal, and I&M Trails. The District operates two staffed stations.

The Fire District maintains an ISO Class 2 rating.

Organizationally, staff is comprised of twenty-one District Firefighter/Paramedics, Fire Chief, Deputy Chief, Executive Fire Support Manager, Fire and Life Safety Inspector, Cooperative Community Life Safety Educator (shared with Minooka Fire Protection District), part-time Information Technology Specialist, and volunteer Community Support Services Coordinator.

Compensation

Hours of Work:	20-30 Hours Weekly <i>*Availability to respond during after office hours to referrals and requests</i>
Salary:	\$25.00/Hour
Benefits:	Illinois Municipal Retirement Fund contribution

Application Instructions

Visit <https://www.channahonfire.com/careers/> and download the employment application

Complete the following:

- Employment application
- Cover letter
- Resume
- Copy of driver's license

Mail or hand deliver completed applications no later than April 26, 2024 at 3:00 PM to:

Channahon Fire Protection District

24929 S. Center Street

Channahon, Illinois 60410

ATTN: Community Support Services Administrator Application

EMAILS WILL NOT BE ACCEPTED!!

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