



INTERNATIONAL ASSOCIATION OF FIRE CHIEFS

POSITION DESCRIPTION



TITLE OF POSITION: Near-Miss Report Reviewer (Contractor)

DEPARTMENT: National Programs

SUPERVISOR'S TITLE: Near-Miss Project Manager

FLSA STATUS: Exempt

DATE CREATED/ REVIEWED: January 2010

JOB DESCRIPTION:

- The Near-Miss Report Reviewer is responsible for reviewing, de-identifying, and posting reports submitted to the National Fire Fighter Near-Miss Reporting System.
- The position requires the incumbent to perform this work in a confidential fashion on a secure computer.
- The incumbent must remain anonymous for the duration of his/her assignment. Due to the sensitive nature of report reviewing, the incumbent is not allowed to discuss any reviewing aspect of the program with anyone other than reviewer incumbents and staff from the National Fire Fighter Near-Miss Reporting System.
- The position requires the reviewer to perform work while off-duty and away from fire department work sites.
- Report reviewers work remotely from their homes. Participation at monthly conference calls is required. Travel may be required for bi-annual meetings.
- Compensation will be provided.
- Average time commitment is 10-30 hours per month.

BACKGROUND REQUIREMENTS OF INCUMBENT:

Education:

- Minimum two year degree or equivalent preferred.

Skills:

- Excellent writing, communication, organizational and research skills.
- Ability to use word processing and database software.
- Ability to learn quickly and handle time sensitive tasks.
- Ability to work independently with little supervision and meet deadlines.
- Ability to work in a confidential manner.

Relevant Experience:

- Minimum 12 years of active duty fire and EMS experience.

SUPERVISION REQUIRED:

- Requires minimal to moderate supervision.
- General directions and instructions are given by the project manager.
- An experienced reviewer may be assigned to mentor a new reviewer for a period of 6 months.

POSITION RELATIONSHIPS:**Fire Service Community:**

- Minimal to moderate.
- Follows up with report submitters.

Other Report Reviewers:

- Moderate to frequent depending on case load.

Association Office Personnel:

- Minimal to moderate contact with staff.

POSITION RESPONSIBILITIES:**Report Reviewing Process:**

- Reviews, de-identifies, and posts reports submitted to www.firefighternearmiss.com.
- Contacts report submitters, proofreads reports, and completes the administrative page of the reporting system.
- Communicates with other reviewers to complete and post reports in accordance with policies and procedures.

If interested in this position, please submit a resume to Amy Hultman at ahultman@iafc.org by February 5, 2010. In your e-mail, please provide information related to your experience and knowledge of the National Fire Fighter Near-Miss Reporting System. If you have any questions about this position, please contact Amy Hultman at ahultman@iafc.org or 571-238-8287. For more information about the International Association of Fire Chiefs visit www.iafc.org.