

The Montgomery Area Family Violence Program, Inc.
dba Family Sunshine Center

Position Title: Forensic Nurse Examiner Coordinator
Reports to: Deputy Director and Clinical Director
Status: Full-Time, Exempt
Work Site: Wetumpka Counseling Center
Summary: The Forensic Nurse Examiner (FNE) Coordinator will provide leadership to the S.A.N.E program including supervision of staff, development of program policies, procedures and processes and accurate documentation of statistical data and reporting. The Coordinator will also provide and ensure other S.A.N.E staff are providing timely, non-judgmental, compassionate care to the sexual assault victim.

Responsibilities

1. Assist in the initial and ongoing development of policies and procedures for the S.A.N.E program in compliance with state and federal regulatory standards;
2. Prepare and provide training and orientation and perform evaluation of personnel in the S.A.N.E program;
3. Provide case review, debriefing and peer support for FNE staff after cases;
4. Establish annual competency and quality assurance goals;
5. Prepare monthly on call schedule and communicate schedule needs to provide 24/7 coverage;
6. Establish, lead and coordinate ongoing SART Meetings;
7. Maintain supplies and equipment in good condition;
8. Establish and maintain ongoing relationships with Sexual Assault staff and community partners (i.e., first responders, police, hospitals, clinics);
9. Provide community outreach to promote awareness of the SANE program and available resources;
10. Perform and document sexual assault and forensic interview accurately;
11. Administer medication and follow HIV nPEP protocols;
12. Perform a complete physical and forensic evidence collection examination of sexual assault victims including head-to-toe assessment for trauma, detailed genital examination, forensic specimen collection and documentation, including photography, and assess for mandatory reporting status when appropriate;
13. Document detailed injuries accurately with support of photographic evidence;
14. Maintain chain of custody for each sexual assault exam and adhere to evidence protocols;
15. Provide testimony as fact witness to any/all cases performed while with SANE and coordinate with FSC legal department during judicial process;
16. Ensure patient/medical record confidentiality at all times (HIPAA);
17. Coordinate referrals for appropriate follow-up care as needed;
18. Take on-call shifts as scheduled, responding within 30 minutes of the initial call;
19. Complete 4 hours of continuing education annually, regarding the issues of sexual assault and forensic examinations;

20. Submit complete and accurate client data, statistical reports, and evaluations, on a timely basis, and comply with other reporting requirements as required by agency policies and procedures;
21. Other duties as assigned by Deputy Director or Clinical Director.

Qualifications

- Bachelor of Science degree in Nursing with active Alabama nursing license
- One year of experience in nursing
- Previous supervisory experience, teaching, or leadership experience
- Completion of S.A.N.E training by a certified program

Knowledge, Skills and Abilities

- Demonstrated program development skills.
- Ability to build and effectively lead a team.
- Working knowledge of all OSHA safety and health standards relevant to the position and job duties.
- Ability to interact with multidisciplinary teams, communicate program needs, and work with peers to establish efficient workflow.
- Ability to maintain poise and self-control in crisis situations.
- Ability to communicate with and be sensitive to the needs of people of various backgrounds.
- Knowledge of trauma-informed best practices;
- Ability to focus and prioritize multiple projects simultaneously and meet deadlines;
- Ability to develop and maintain effective working relationships with other agencies and to be cooperative in managing referrals;
- Makes good use of time and acts professionally and responsibly in all work areas;
- Exhibits strong verbal and written communication skills;
- Strong computer skills in current Microsoft applications to include 365 applications for Outlook, Word, Excel, PPT, and Teams.

Travel Requirements:

Local and statewide travel as needed and required by funding sources for training, meetings with other partners, or client assistance/transportation; reliable transportation, valid driver’s license and liability insurance coverage is required.

I have received, reviewed and fully understand the job description for Forensic Nurse Examiner Coordinator. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

Employee Name

Date

Employee Signature

