



## **SANE COORDINATOR**

Sexual Assault Support Center Inc., (SASC) in Columbus, GA has an opportunity for a SANE Coordinator to join our team.

**Summary:** The Sexual Assault Nurse Examiner (SANE) Coordinator provides leadership and facilitation of clinical improvement efforts using the scientific process, current benchmark data, and clinical research information in order to improve the quality of care received by victims of sexual assault through direct and indirect patient care, professional and public education, consultation, development of standards and protocols, interdisciplinary collaboration, and research.

Works in conjunction with and in support of the Sexual Assault Response Team (SART). This position is involved with the collection, analysis, and reporting of data to administration, staff, and physician leadership groups. All team members of SASC will promote a culture of safety, follow established policies, and adhere to all state and federal regulatory requirements, Joint Commission requirements, and national patient safety standards.

### **The SANE Coordinator performs the following essential responsibilities:**

- Conduct medical forensic examinations in accordance with state standards, local protocol, and best practices; maintain chain of custody for collected forensic evidence.
- Conducts follow up exams as needed, provide education to survivors on the physical health impacts of sexual assault, and provide medical health referrals as appropriate.
- Establishes and maintains a reporting structure to medical director and SASC Executive Director. Shares all information as needed to ensure program functions.
- Coordinates, develops, and implements the SANE program and ensures compliance with state legislation and the Georgia Registered Professional Nurse Practice Act.
- Performs concurrent and retrospective chart reviews of SANE patients for SANE compliance and quality of documentation.
- Interviews, hires, and prepares and provides orientation and performs evaluations of personnel in the SANE program. Establishes annual competency and quality assurance goals. Maintains knowledge of current clinical concepts and practices.
- Collaborates with medical director and executive director to develop and implement staff and physician education. Works within the community to educate on SANE program, human trafficking, and sexual assault prevention and reporting.
- Represents SASC in community awareness programs, Sexual Assault Response Team, and ensures memorandums of understanding are in place and current where data or information is to be shared.
- Participates in monthly check-ins with the Criminal Justice Coordinating Council's SANE Coordinator.
- Make reasonable attempts to attend all Criminal Justice Coordinating Council's forensic medical meetings as scheduled.



- Works collaboratively with law enforcement, the District Attorney's Office, and local victim services
- Prepares and manages the SANE budget and grants in collaboration with Executive Director and Medical Director. Considers cost containment and efficiency related to the program. Responsible for completing and submitting documentation to receive compensation for SANE exams from the Georgia Crime Victims Compensation Program.
- Responsible for the development, coordination, and evaluation of educational activities related to the SANE program. Functions in a teaching and collaborative role.
- Develops and maintains appropriate departmental policies related to the SANE program.
- Assists personnel in preparing for courtroom proceedings.
- Responsible for receiving and coordinating subpoenas directed to SANE team.
- Acts as a 24 hour on-call resource for SANE nurses and the SANE program.
- Participates in long range planning, goal setting, program development, and evaluation for the SANE program.

**The ideal SANE Coordinator candidate should possess the following minimal qualifications:**

- Bachelor's Degree Nursing Program with current SANE certification and has an interest in promoting forensic nursing. Program coordination experience preferred.
- Current RN license to practice in the State of Georgia
- Nursing skills as defined in the law governing the practice of nursing in Georgia. Current American Heart Association BLS Certification is preferred.
- Knowledge, skills and abilities related to leadership, teaching, group dynamics problem solving, research, program coordination, and staff development; to collect and analyze statistics; to collect evidence from a victim while maintaining chain of custody without compromising care; to care for any sexual assault patient; to maintain and release SANE records.
- Knowledge of current educational concepts and practices; of current forensic practices; related to assessing learning needs of staff and community; to development, implementation and evaluation of educational programs for team members and the public as needed; to function as an emergency department nurse; to testify as an expert in court; of departmental and policies, procedure and practice guidelines.
- Ability to make decisions and act independently; to communicate effectively and positively; to exercise judgment, tact, and diplomacy; to plan, organize and coordinate multi-disciplinary efforts, and ability to promote a positive professional image for organization.

**Compensation:** 40 hour per week annual salary starts at \$60,000, commensurate with experience and education. SASC conducts background checks, driver's license record, degree verification and drug screens at hire. Additionally, certain programs are subject to TB screening and/or testing. Bi-lingual applicants are encouraged to apply.



**Service Excellence:** All team members of SASC will promote service excellence by developing and maintaining positive relationships with customers, other team members, and the medical staff and will ensure the highest quality of care by performing their responsibilities according to the highest professional standards.

**Equal Opportunity Employer:**

Sexual Assault Support Center, Inc. conducts contract employment practices without regard to race, color, gender, ethnicity, national origin, age, religion, sexual orientation, veteran, or marital status or any other basis prohibited by federal, state, or local laws. Physical and mental disabilities will be considered only as they may relate to bona fide job requirements or for purposes of reasonable accommodation. The SANE Coordinator has been selected for the position based on specific job requirements and demonstration of a capacity to provide quality of care to the individuals seeking services from SASC.

This job description is not intended to be all inclusive, and employee will also perform other reasonably related job responsibilities as assigned. SASC reserves the right to change job duties as the need arises. Moreover, SASC reserves the right to change job descriptions, job duties, or working schedules based on their ability to accommodate individuals with disabilities. This job description does not constitute a written or implied contract of employment.

For consideration please send your resume to:

Ms. Kyle Bair, Executive Director  
SASC, Inc.  
909 Talbotton Road, Suite A.  
Columbus, GA 31904  
sasc2027@gmail.com