POSITION DESCRIPTION

Title:  Program Manager – Sexual Assault Nurse Examiner (SANE) Program

Classification:  Management

Department:  Sexual Assault Care Unit

Reports To:  Chief Executive Officer

POSITION SUMMARY:
This is a full-time management position that reports to the Chief Program Officer. This position has general responsibility for the clinical, administrative, and fiscal direction, planning, and supervision of the Sexual Assault Nurse Examiner Program. This team is responsible for delivering medical services that meet the needs of survivors of sexual assault in Lorain County with compliance to performance and production standards and with requirements of regulatory bodies and/or contracts.

KEY RESPONSIBILITY AREAS:
Within parameters established by the Chief Program Officer, the Program Manager of the SANE Program is responsible for: 1) Coordinating both the adult and child SANE programs, including all Administrative duties. 2) Recruiting, hiring, and supervising additional forensic nurses. 3) Cooperating with and establishing working agreements with appropriate Lorain County agencies including police departments and the judicial system. 4) Providing education, training, and consultation to the community regarding sexual assault/abuse issues and the collection of evidence. 5) Other duties as assigned.

KEY RESPONSIBILITIES:

1. Coordinating both the adult and child SANE programs, including all Administrative duties.
   a. Providing initial crisis responses to adult survivors of rape by collecting rape evidence and performing medical evaluations on children who report sexual abuse.
   b. Coordinate and implement all medical-legal activities of the child and adult SANE Program.
   c. Establish and maintain an accurate system of record keeping which is in compliance with reports for funders and maintain best practice standards of the Ohio Protocol for Sexual Assault Forensic and Medical Examination.
   d. Implement a Quality Assurance plan and evaluation plan for the services.
   e. Write grants, monitor program budget, and prepare all necessary reports for funders.
   f. Research future funding options for continuation for the Program and/or growth of the program and the purchase of needed equipment.
   g. Attend center staff and supervisory meetings.
   h. Become an active member of International Association of Forensic Nurses (IAFN), with participation in the IAFN list serve.

2. Recruiting, hiring, and supervising additional forensic nurses.
   a. Recruit, place and supervise approximately 6 – 10 PRN Adult & Child SANE.
   b. Organize, complete, and distribute weekly/monthly on-call SANE schedule with the assistance of the department Executive Assistant, or another SANE to which it has been assigned.

3. Cooperating with and establishing working agreements with appropriate Lorain County agencies including police departments and the judicial system.
   a. Develop ongoing contracts among and collaborate working relationships and agreements with local county health departments, police and sheriff’s department and the prosecutor’s office to better serve sexual assault victims through the legal process.
   b. Develop contacts with medical service providers for continuity of care for follow through with sexual assault and abuse victims.
4. Providing education, training, and consultation to the community regarding sexual assault/abuse issues and the collection of evidence.
   a. Provide yearly “refresher” training to all Nord Center staff on the collection of evidence and the work done by the Sexual Assault Care Unit.
   b. Provide seminars, training, consultation, etc., to any community agency requesting information on the collection of evidence or the process by which the SANE becomes involved with survivors.

5. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED
In order to perform the essential functions of this job, after an orientation period, the employee must possess the following: a working knowledge of Nord Center Policy and Procedures, including sensitivity and adherence to clients’ rights, confidentiality, and health and safety issues. Must exhibit sensitivity to different cultures. Must be able to react to change and stress productively and to handle other related tasks as assigned. Must be able to maintain regular and predictable attendance and punctuality. Must be able to work well with others, and work well with a team. Must exhibit the knowledge, skills, and abilities and minimum requirements posted for a Sexual Assault Nurse Examiner.

WORKING CONDITIONS
A great deal of time is spent in an office environment. The employee may be required to sit for extended periods and will spend a portion of their time on the telephone. Must be able to bend, stoop, walk, and lift and push minimal loads at various times. A considerable amount of time may also be spent working on a computer so the employee should have close vision ability. The employee will have frequent client and community contact either in person or on the phone, and must have excellent speaking and language skills, as well as strong interpersonal skills. This individual must be able to conduct physical examinations on victims of sexual abuse utilizing appropriate equipment.

MINIMUM REQUIREMENTS
Registered Nurse in the State of Ohio, Bachelors Degree preferred. Nursing experience in a related field (OB/GYN, pediatrics, psychology, med-surg) preferred, but not required. Sexual Assault Nurse Examiner (SANE) training required. Experience in program design and development. Minimum of two years experience with program management and supervision. Ability to articulate community issues relating to sexual assault and the ability to work with diverse groups in a cooperative manner and to advocate for public policy. Computer skills required in database and word processing. Favorable references and/or evaluations are required.

Please apply to:
The Nord Center ATTN: Human Resources Department: Email: HR@NORDCENTER.ORG or 6140 South Broadway, Lorain, OH 44053
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