



# CRISIS CENTER

**CRISIS CENTER, INC.**  
**POSITION DESCRIPTION**  
**ASSISTANT SANE COORDINATOR**  
*Full-time position with benefits*

**PURPOSE:** To collaborate with Crisis Center SANE Coordinator to oversee the development and day-to-day operations of the SANE Program. Currently, there are two locations: one in Jefferson County; one in Blount County. Anticipated opening of a third location in 2018 as part of the One Place of Metro Alabama One Place Family Justice Center.

**SCOPE:** Scope of the position interacts with the following areas:

- 1) Executive Director
- 2) SANE Coordinator
- 3) On-Call SANE Staff
- 4) Rape Response Staff and Advocates
- 5) Crisis Center Board of Directors
- 6) Alabama Crime Victims Compensation Commission
- 7) Interagency relations
- 8) Hospital relations
- 9) District Attorney's staff and Defense Attorneys
- 10) Law enforcement
- 11) Department of Human Resources

**WORKING RELATIONSHIPS:**

- 1) Reports directly to: SANE Coordinator
- 2) Reports directly to: Crisis Center Executive Director, Medical Director, HIV Medical Director and SANE Liaison Committee
- 3) Reports periodically to: Board of Directors
- 4) Works closely with all staff members to ensure all programs complement each other in philosophy, policy and procedure.

**POSITION PURPOSE/SUMMARY:**

The Crisis Center seeks a registered nurse to assist with the development and day to day operations of the SANE Program. This person will be responsible for ensuring that the program is consistent and compatible with community needs. This person works closely with all staff members to insure that all programs complement one another in philosophy, policy, and procedure.

**QUALIFICATIONS:**

- Is a Registered Nurse with a Bachelor's Degree and a minimum of three years of nursing experience or an Associate's Degree with five years of nursing experience.
- Completion of a 40 hour Sexual Assault Nurse Examiner Program in accordance with the IAFN and Alabama Board of Nursing. If candidate is not already SANE trained, training will be initiated upon hiring.
- Highly organized individual who is able to perform duties in an efficient and methodical manner.
- Demonstrates ability to act in a professional manner at all times as a representative of the agency.

- Is an effective administrator who demonstrates aptitude with administrative duties.
- Is compassionate and understands the importance of personal neutrality when working a case.
- Lives within service area to assure timely response to clients.

**DUTIES AND RESPONSIBILITIES:**

- Ensures that quality services are provided for survivors of sexual assault.
- Assists in day-to-day operations for multiple locations of the SANE facility, including hiring and scheduling on-call nurses for clinic duty; supervising on-call nurses; developing and maintaining protocol for clinics and services; providing direct medical services to survivors, and working with law enforcement and area hospitals to ensure effective use of SANE services. This will be done under the supervision of SANE Coordinator.
- Promotes SANE to law enforcement, the District Attorney's Office and local Emergency Departments through in-services and trainings, mailings, and phone contact.
- Promotes SANE and Rape Response in the community by collaborating with local media sources.
- Ensures that survivors receive prompt, proper, and effective treatment through the in-house SANE clinics.
- Maintains accurate files on all clients served by SANE.
- Completes quarterly and year-end reports to be submitted to funding sources.
- Provides in-services to ER nurses at local hospitals in Blount and St. Clair Counties.
- Co-facilitates the training of Sexual Assault Nurse Examiners in service area.
- Collects evidence from sexual assault survivors as part of the sexual assault response team, provides prophylactic treatment following an established medical protocol and provides nursing care as regulated by the Alabama State Board of Nursing and SANE policies and procedures.
- Maintains current Alabama State License as a Registered Nurse. Renewed Licenses must be presented to SANE Coordinator annually.
- Maintains current certification in CPR for Healthcare Providers.
- Provides documented evidence of education in the principles and skills of advance nursing practice as related to SANE practice.
- Demonstrates knowledge of the psychological and emotional forces affecting survivors of sexual assault and their significant others.
- Demonstrates the ability to exercise sound judgment when evaluating situations and making independent decisions in a crisis filled atmosphere.
- Demonstrates the ability to communicate verbally and in writing with a knowledgeable manner.
- Is familiar with all materials and equipment required for procedures performed at SANE and adheres to all Policies and Procedures.
- Other duties as assigned.

## **SANE Commitment Agreement**

### **The SANE may expect -**

- To be accompanied by an advocate when a forensic examination is performed and while she/he is on call.
- To have a nonjudgmental, open-door policy for addressing personal and professional issues related to SANE practice.
- To be provided with educational offerings within the SANE program in areas of interest and need.
- To have post-event counseling and debriefing available.
- To be oriented with each participating hospital.
- To attend regularly scheduled staff meetings.

### **Participating Hospitals can expect –**

- The nurse to attend adult SANE trainings and complete clinical preparation.
- The SANE to report as soon as possible, but no later than 30-45 minutes from the time he or she is called, to perform the examination (unless traveling to a hospital outside of Jefferson/Blount County.)
- The SANE to provide the examination as outlined by the SANE protocol and established procedures.
- The SANE to stay current in all practices by attending educational offerings provided through the project.

**Interested individuals should send a cover letter and résumé to  
Executive Director Meg McGlamery at [mmcglamery@crisiscenterbham.org](mailto:mmcglamery@crisiscenterbham.org)  
by Friday, December 2, 2022.**