



POSITION DESCRIPTION SANE COORDINATOR

PURPOSE

The SANE Coordinator is a RN who directly oversee 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 ensure that all programs complement one another in philosophy, policy, and procedure.

ATMOSPHERE

Conducts self in a professional manner at all times as a representative of the agency and makes every effort to perform duties in an efficient and well-organized manner.

WORKING RELATIONSHIPS

1. Reports directly to Medical Director and Executive Director.
2. Works closely with all staff members to ensure that all programs complement each other in philosophy, policy, and procedure.
3. Reports as needed to Board of Directors.

QUALIFICATIONS

- 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. Prefer a RN with SANE Training and/or certification.
- Highly organized individual who can 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.
- If not SANE Certified, will be expected to become SANE Certified within first year of employment.

DUTIES AND RESPONSIBILITIES

- Ensures that quality services are provided for survivors of sexual assault Crisis Center Service Area.
- Manages day-to-day operations of the SANE program, 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 victims, and working with law enforcement and area hospitals to ensure effective use of SANE services.
- 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 victims receive prompt, proper, and effective treatment through the in-house SANE clinic.
- 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 service areas.
- Facilitates the training of Sexual Assault Nurse Examiners in service areas.
- Collects evidence from sexual assault victims 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 victims 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 by Executive Director and/or Medical Director.