



**CRISIS CENTER, INC.**  
**POSITION DESCRIPTION**  
**SANE COORDINATOR (Based in Jefferson County, Alabama)**

**PURPOSE:** To directly oversee the development and day-to-day operations of the SANE Program. Ensure the SANE Program is consistent and compatible with community needs.

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

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

**WORKING RELATIONSHIPS:**

- 1) Reports directly to: Executive Director, Crisis Center
- 2) Reports directly to: 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.

**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.

**AUTHORITY:**

Coordinate the operation of the SANE Program.

**QUALIFICATIONS:**

Registered Nurse with a Bachelor's Degree and 3 years nursing experience OR Registered Nurse with an Associate's Degree and 5 years 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 and certification required within 18 months.

**REQUIREMENTS:**

- 1) Must be able to work flexible schedules and be available for call as needed.
- 2) Must maintain membership in related professional organization.
- 3) Must be able to stand, walk, turn, and climb stairs.
- 4) Must be able to lift equipment and patients up to 50 pounds.
- 5) Must demonstrate expert communication and interpersonal relationship skills.
- 6) Must be self-motivated and self-directed and able to practice independently.
- 7) Must participate in hospital based, state, and national peer review and education.
- 8) Maintain BLS certification.
- 9) Maintain annual TB skin testing.

**DUTIES AND RESPONSIBILITIES:**

- Ensure that quality services are provided for survivors of sexual assault throughout Central Alabama.
- Overall responsibility for the SANE Program and clinic, including hiring, training, 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.
- Promote SANE to law enforcement, the District Attorney's Office and local Emergency Departments through in-services, public speaking, mailings and phone contacts.
- Collaborates with the Director of Development and Communications to promote SANE and Rape Response in the community by collaborating with local media sources.
- Ensure that survivors receive prompt, proper and effective treatment through the in-house SANE clinic and local hospitals for those not medically stable.
- Collaborate with the Executive Director, Medical Directors, Rape Response Program Coordinator and Director of Development and Communications in making decisions concerning the growth and expansion of program services.
- Maintain accurate files on all clients served by SANE.
- Complete monthly statistic reports for the Crisis Center.
- Compile and submit monthly billing reports to Alabama Crime Victim's Compensation Commission.
- Complete quarterly and year-end reports to be submitted to funding sources.
- Assist Executive Director, Crisis Center, Inc. and Rape Response Coordinator in applying for grant money through the State of Alabama and the City of Birmingham.
- Facilitate the training of Sexual Assault Nurse Examiners.
- Maintain peer review of all examinations completed, including documentation review and photo-documentation review. Provide feedback to appropriate examiner on each review.
- Maintain chain of custody on all evidence collected and expedite transition of evidence from SANE facility to appropriate law enforcement.
- Maintain membership in related professional organization.
- Receive SANE-A certification within 18 months of accepting position.
- Maintain continued education in forensic nursing as specified by the International Association of Forensic Nurses to maintain SANE-A certification.
- Maintain and update SANE facility Policies and Procedures as needed.
- Ordering supplies and maintaining stock necessary for client care.
- 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 conduct 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.

**To apply, send resume and cover letter to [asullivan@crisiscenterbham.org](mailto:asullivan@crisiscenterbham.org).**