

Job Title: SANE Coordinator

Reports To: Executive Director/Program Director

Employment Status: Full-Time

Location: Sexual Assault Center of Northwest Georgia

Position Overview:

The Sexual Assault Center of Northwest Georgia is excited to share its growth, offering new opportunities to join the team. The SANE (Sexual Assault Nurse Examiner) Coordinator will oversee the forensic medical program and manage the team of contracted SANE nurses. This role ensures the delivery of high-quality, trauma-informed care to sexual assault survivors through the coordination of forensic medical services, scheduling, training, and program evaluation. During normal operating hours, the SANE coordinator will be available to provide forensic medical services, as needed.

Key Responsibilities: Provide direct FME services; Provide support, management and training to ensure success, functionality, and capacity of the SANE team; Provide critical feedback and communication to other team coordinators, program director, and executive director; Ensure compliance, and on-going improvement, of forensic medical services to meet best practices and standards set by state and federal agencies.

Program Management:

- Oversee the forensic medical program, ensuring compliance with best practices and legal standards for forensic medical exams.
- Manage scheduling and coordination of contracted SANE nurses to provide 24/7 coverage.
- Monitor and report on the effectiveness and quality of the forensic medical services provided.
- Provide chart review of all forensic medical documentation, sharing feedback with SANE team members
- Provide direct **Forensic Medical Services** during normal work hours, as needed.
- Provide timely updates to the Program Director, Executive Director, and other team coordinators, to disseminate necessary information.
- Maintains inventory and restocking of supplies and equipment, as needed to conduct forensic examinations.

Team Management & Supervision:

- Responsible for the recruitment, hiring and orientation of applicants
- Serve as the primary point of contact for contracted SANEs, providing management, mentorship, and professional development opportunities.
- Coordinate regular training sessions and continuing education for the SANE team.
- Ensure SANEs maintain certifications, insurance coverage, and follow protocols consistent with state and national standards.
- Prepares and provides orientation for new SANE team members, and provides feedback with evaluation of personnel in the SANE program.
- Provides expert witness testimony for forensic medical examinations in court.

Collaboration:

- Works closely with advocacy, law enforcement, and medical partners to ensure a seamless response to survivors.
- Participates in Multi-Disciplinary Team (MDT) meetings to foster collaboration among stakeholders.
- Participates in Sexual Assault Response Team (SART) and Child Abuse Protocol team (CAP) to provide specialized feedback regarding forensic medical services, as needed.
- Facilitates change as required, to enhance professionalism, efficiency, competency and cost containment.

Data Collection & Reporting:

- Maintain accurate and confidential records of all forensic medical exams performed.
- Prepare reports and statistics for program evaluation, grant reporting, and organizational review.
- Provide feedback and insight related to programmatic needs and challenges.

Compliance & Best Practices:

- Ensure compliance with funding requirements, HIPAA regulations, and all relevant healthcare laws.
- Stay up-to-date with developments in forensic nursing and sexual assault care to continuously improve the program.
- Develops and maintains Policies and Protocols pertaining to the program based on national and state standards for forensic medical examination.

Qualifications:

- Current / active RN licensure (or higher).
- Completion of Sexual Assault Nurse Examiner (SANE) didactic and clinical trainings.
- Preferred minimum of 3 years of clinical experience as a SANE, with a preference for experience in program coordination or management.
- Knowledge of trauma-informed care, forensic medical exams, and legal procedures surrounding sexual assault cases.
- Strong leadership, communication, and organizational skills.
- Ability to work collaboratively with multidisciplinary teams, including law enforcement, medical providers, and victim advocates.
- 10 hours of continued education annually.

Work Hours

- Monday through Friday from 9:00am - 4:00pm

TO APPLY

Qualified applicants should send their cover letter, resume, and references to admin@sacnwga.org with subject line **SANE COORDINATOR APPLICATION**.