LiveSafe Resources

JOB DESCRIPTION

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| **TITLE**: Sexual Assault Nurse Examiner (SANE) |  |
| **FLSA STATUS:** Contract | **REPORTS TO:** SANE Program Manager or the Director of Sexual Assault Programs in the absence of the SANE Program Manager |

**JOB SUMMARY:**

**BONUS: $500**

This position provides support to the Sexual Assault Program. Major duties include performance of Sexual Assault Forensic-Medical Exams and maintain documentation of services related to those exams. This is a position with primarily clinical responsibilities.

**DUTIES AND RESPONSIBILITIES:**

* Respond to requests for sexual assault exams in a timely manner when on-call; conduct forensic-medical exams in accordance with state standards, local protocol, and best practice; maintain chain of custody for collected forensic evidence.
* Ensure that an Advocate from LiveSafe Resources has been notified to respond to the location of the exam.
* Maintain the required, at your cost, Professional Liability Insurance through NSO.
* Provide education to survivors on the physical and mental health impacts of sexual assault and provide medical referrals as appropriate.
* Maintain and follow proper confidentiality requirements of patient records.
* Attend court hearings when subpoenaed
* Attend SANE program team meetings
* There are opportunities to participate in peer review processes and additional training related to providing services as a SANE
* Make arrangements for any substitutions to provide shift coverage if an on-call commitment cannot be carried out.
* Immediately notify the SANE Program Manager of any changes to their on-call shifts.
* Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Understanding of sexual assault and domestic violence dynamics.
* Knowledge of modern office procedures and methods, including telephone communications, office systems, and record keeping.
* Skill to use a personal computer, digital camera, and various software packages.
* Ability to establish priorities, work independently, and proceed with objectives without supervision.
* Ability to handle and resolve problems.
* Strong verbal communication skills and the ability to communicate with persons of different educational levels.
* Strong problem-solving skills required. Must be a “common sense” thinker and quick decision maker, when necessary.
* Must display professionalism with community partners, including but not limited to law enforcement and hospital staff.
* May be required to lift boxes up to 25 lbs.

**MINIMUM CREDENTIALS AND EXPERIENCE:**

* Must be a registered nurse licensed to practice in the state of Georgia.
* Currently maintains an active Nursing License in the state of Georgia.
* Must have completed SANE-A training requirements through Georgia’s Criminal Justice Coordinating Council, Mosaic Georgia SAC & CAC or IAFN or complete training within timeframe set at the time of entering a contract with LiveSafe Resources.
* Preferred minimum of 3 years’ experience in nursing.

**DISCLAIMER**

This job description reflects the nurse’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

I have reviewed this job description and hereby acknowledge my understanding of my duties. I hereby acknowledge receipt of a true copy of this document.

I have reviewed this position description and the evaluation process with my supervisor and hereby acknowledge my understanding of my duties, reporting system, chain of supervision, evaluation system. I hereby acknowledge receipt of a true copy of this document.

Employee Signature Date Supervisor Signature Date