



**Director of Forensic Medical Services  
Job Description**

**Organization Description**

Anchor Point /SANE, Inc. provides victim forensic medical examinations, evidence collection, forensic interviews, advocacy, court testimony and education related to the sexual and physical assault of children and adults. We work collaboratively to ensure care of patients and their families and work within our communities to raise awareness through sexual violence and child abuse and neglect prevention trainings and education.

**Position Title:** Director of Forensic Medical Services

**Reports To:** Executive Director

**Position Type/ Salary/Benefits:**

- Full-time, exempt with salary range: \$60,000-70,000 annually plus exam pay.
- Full health and dental insurance benefits, generous leave policy.

**Overview of Position:**

The Director of Forensic Medical Services facilitates coordination of all forensic medical services for the Adult Services Program and Child Services Program and helps ensure the quality of care received by victims of violent crimes through direct and indirect patient care, professional and public education, consultation, development of standards and protocols, interdisciplinary collaboration related to forensic services. This includes the development, implementation, and evaluation of forensic services. Recruitment, hiring and orientation of forensic service applicants. Research and updating forensic protocols to ensure current practice of evidence based forensic services. The SANE/FME Coordinator is expected to help complete and maintain documentation of statistical data, as well as forensic records, facility inventory related to forensic services, and creating and distributing monthly call schedules. In addition to coordinating forensic services major duties also include direct performance of forensic services as needed. This position is a mix of clinical and programmatic coordination responsibilities. The SANE/FME Coordinator will be expected to provide administrative and direct services and will be expected to respond via phone during some nights/weekends to provide guidance to SANE Inc. staff who are operating the 24-hour crisis response hotline and may be required to respond in person on nights/weekends for emergent crises as needed. The SANE/FME Coordinator is expected to represent SANE Inc. in interagency meetings and community awareness events and trainings. The SANE/FME Coordinator is an essential member of the SANE Inc. leadership team and must work closely with the Adult Services Program Manager, the Child Services Coordinator, and the Executive Director.

Applicants must hold a degree in nursing or as a physician assistant, valid unencumbered license, and appropriate training and certification relevant to their degree.

**Duties and Responsibilities of Position:**

**Administrative Tasks:**

- Facilitates coordination of all forensic services for the Adult Services Program and Child Services Program



- Communicates with agency partners to schedule forensic services in a timely manner ensuring that standards are met.
- Ensure that FME and Advocates are notified of any scheduled exams and provided with necessary information to perform services.
- Schedule any follow-up exams as needed and provide medical referrals as appropriate
- Phone consults to hospitals, law enforcement, DA's offices, and other agency partners.
- Helps in all hiring and managing of staff records for all forensic services staff
  - Helps ensure SANE Inc. is in compliance with all regulatory standards and requirements as established by the Criminal Justice Coordinating Council (CJCC) and assists in implementation of policies and procedures to ensure compliance.
  - Helps ensure that documentation pertaining to direct services for clients are updated and available to agencies conducting site visits for accreditation.
  - Participate in ongoing training opportunities, chart reviews and peer review for cases, keep informed on best practices in forensic services and provide the information to Program Managers and other staff as needed.
  - Coordinate FME trainings, FME certificate completion, and ensure ongoing compliance with FME requirements.
  - Assist in onboarding and training new forensic medical examiners, advocates, interns, and volunteers as needed.
- Participates in strategy and sustainability planning, goal setting, program development and evaluation for all forensic services.
- Catalyzes and facilitates change to enhance professionalism, efficiency, competency and cost containment within forensic services.
- Helps to provide on-going supervision, guidance, and training to all forensic services staff by providing on-going supervision, guidance, and training to all forensic services staff.
  - Create coverage calendar a month in advance for days, nights, weekends, and holidays to ensure 24/7 coverage and distribute among Program Managers and staff
  - Review all adult client service requests (via hotline, business line, email, walk-in, agency request) and either schedules services per protocol or assigns requests to appropriate Program Manager for response
  - Regularly update policies and procedures for forensic services staff
  - Provide annual training refreshers to staff on policy updates and changes
  - Provide individual supervision to forensic service staff and interns
  - Help provide mid-year and end of the year evaluations to all forensic service staff
  - Function as a role model in patient care by providing a high level of clinical expertise by selecting and preparing staff for the FME role.
- Help custodian the records for all SANE Inc. forensic services
  - Collects statistics related to forensic services provided
  - Keep records and statistical data as it pertains to the services provided. Compile statistical data and provide reports to the Executive Director for quarterly VOCA VSSR Report
- Multidisciplinary Team (MDT) Participation Sexual Assault Response Team (SART) Participation, and



#### Community Outreach

- Participate in MDTs and SARTs and other partner agencies as needed to ensure forensic service needs are met
- Help develop and provide trainings/presentations for outreach prevention related to Forensic Services in 10 county service area as needed
- Maintain good working relationships with court staff, law enforcement, hospital medical staff, and community service providers.
- Works collaboratively with law enforcement, prosecuting attorney offices and local victims services.
- Maintain ongoing collaborative relationships with hospitals, jails, and other community partners
- Conduct professional training and assist with community awareness/education efforts on the prevention of sexual violence, domestic violence, and child abuse and neglect as needed.
- Evidence Management
  - Maintain chain of custody and handoff of collected forensic evidence in accordance with state laws and SANE Inc. protocols.
  - Ensure evidence rooms stay organized. Maintenance of FME charts, FME photos, and FME records.
  - Responsible for receiving and coordinating subpoenas directed to appropriate forensic services staff.
- The Forensic Service Coordinator is expected to help complete and maintain documentation of billing and payroll records. They will assist the Executive Director to in billing for forensic services and payroll
- Inventory and Facilities Management
  - Prepares and manages forensic medical supply inventory to include medications and examination supplies, equipment, and indirect costs and communicates with the Executive Director to make purchases and budget recommendations.
  - Considers cost containment and efficiency related to the program.
  - Helps to ensure facilities and equipment is working and properly maintained for forensic services
- Direct Services
  - The Forensic Services Coordinator acts as a 24/7 on call resource to help responding staff meet client needs and to staff time sensitive cases.
  - The Adult Services Program Manager is responsible when available to help fill holes on the call calendar or fill in when scheduling conflict arises.
  - Respond to requests for FME in a timely manner when on-call; conduct FME in accordance with state standards, local protocol, and best practice.
  - Collect evidence from a victim while maintaining a chain of custody without compromising care.
  - Maintains Knowledge of current clinical concepts and practices.
  - Testifies in court as an expert and assists other forensic services staff in preparing for court testimony.
  - Attend court hearings when subpoenaed and serve as an expert witness as needed.



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

#### **Professional and Educational Development Tasks:**

- Receive supervision regarding on-going professional development
- Create and maintain a professional development plan
- Engage in continuing education opportunities via conferences, webinars, and local trainings

#### **Communication and Facility Maintenance Requirements:**

- Participate in weekly staff meetings as directed
- Assist with SANE Inc. Staff and Volunteer Training and Intern Training periodically
- Fulfill general office and records maintenance
- Assist with cleaning duties and sanitation of office and exam spaces
- Assist with any other tasks/duties that may be required as assigned
- Daily communication with employees, patients, family members, visitors, medical staff, volunteers, students as well as the general public.
- Frequent contact with personnel of community agencies, hospitals, local law enforcement including; local police department, sheriff's office, prosecutor's office, child protective services, adult protective services and any other agencies that are victim oriented.

#### **Supervisory Responsibilities:**

This position does have supervisory responsibilities over the following positions:

- Adult FME
- Child FME
- Med Net FME

#### **Required Skills / Qualifications:**

- Bachelor's Degree in nursing or as a physician assistant (or nursing degree and equivalent work experience), valid unencumbered license, and appropriate training and certification relevant to degree held.
- Minimum of 2 years patient care/nursing experience.
- Understanding of sexual assault, child abuse/neglect, and domestic violence dynamics and the the immediate and long term effects of trauma.
- Knowledge of modern office procedures and methods, including telephone communications, office systems, and record keeping.
- Knowledge in Microsoft Word, Excel, PowerPoint, Adobe, Zoom, and basic computer skills as well as ability to track and enter data into spreadsheets or designated applications
- Ability to establish priorities, problem solve, work independently, and proceed with objectives without supervision.
- Strong organizational & time management skills required



- Ability to handle and resolve recurring problems while exercising judgment, tact, and diplomacy.
- Strong verbal communication skills and the ability to communicate with persons of different educational levels.
- Must display professionalism and leadership qualities when dealing with other organizations, volunteers, board members, and staff.
- Understanding and ability to uphold confidentiality of all clients
- Reliable cell phone and internet access and reliable personal motor vehicle transportation
- Must be able to physically respond in person to the SANE Inc. service area (Clarke, Oconee, Walton, Morgan, Barrow, Newton, Jasper, Jackson, Banks, Madison, Greene, or Putnam counties) or designated Family Protection Center for that area.

**Desired Skills/Qualifications:**

- Experience functioning as a Forensic Nurse Examiner preferred.
- SANE-A and/or SANE-P training requirements through Georgia's Criminal Justice Coordinating Council, Mosaic Georgia SAC & CAC or IAFN, or another IAFN or GFN approved program.
- Preferred experience testifying in court
- Experience in direct service in working with trauma survivors, specifically with sexual assault is recommended.
- Training with forensic evidence management and chain of custody requirements.

**Physical Work Requirements:**

While performing the duties of this position, the employee will regularly be required to communicate with patients, staff, and agency partners in person, over the phone, or in writing. Employees may be required to bend, stoop and/or kneel. Employees are required to stand, walk, and drive or ride in a motor vehicle. Employees must occasionally lift and/or move items up to 20 lbs. Employees must have the ability to independently travel in a motor vehicle to locations in our 13 county service area as needed. Employees must be able to provide afterhours support and/or weekend assistance as needed. Employees must be comfortable with public communication, such as public speaking and interagency communications. Occasional work outdoors may be required.

**Work Environments:**

This job primarily operates in office and exam room settings. This job routinely uses standard office equipment such as computers, phones, photocopiers/FAX machines, & filing cabinets. Work environments may also include Hospitals, Jails/Prisons, Interview Rooms, Courtrooms, Other Law Enforcement/Sheriff Office Facilities, other community agency buildings, and virtual video meetings. A personal vehicle is necessary to transport employees between locations needed for work. Personal cell phones are necessary



for communication with staff, clients, and partner agencies. Virtual work may be done when needed if appropriate and approved by the Executive Director. Occasional work outdoors may be required.

SANE Inc. provides care to all survivors regardless of gender identity/expression, sexual orientation, race, color, socio-economic status, religion, age, ability, and national origin/immigration status. While SANE, Inc. serves 13 counties in NE Georgia, no client is turned away based on where they reside or where the crime occurred.

**If interested please email a resume, cover letter, and contact information for two to three professional references to [mdickens@saneinc.org](mailto:mdickens@saneinc.org)**