



## **SANE Coordinator Job Description**

The SANE Coordinator is responsible for enhancing our response to acute cases needing a SANE exam during weekday business hours at The Children's Advocacy Center of Thomas County, Inc. The person in this position is responsible for increasing our nurse base for 24-7 coverage and educating the medical community about SANE services offered by our center.

### **Knowledge, skill, and abilities:**

Knowledge, skill, and abilities for this position include but are not limited to the following:

- Ability to work as team player with CAC staff members;
- Ability to work in a professional manner with members of many other agencies;
- Beginning (basic) knowledge of the dynamics of a children's advocacy center;
- Knowledge of community resources and agencies;
- Ability to create professional presentation materials;
- Must be organized and self-motivated;
- Must have good oral and written communication skills;
- Must have good computer skills;

Must have, at minimum, a Registered Nurse License. Professional experience working with children, victims, sexual assault survivors, children's advocacy center or other agency where collaborative relationships were necessary for victims. Clinical experience with performing pelvic exams and/or exams involving genital anatomy (in children and/or adults), is preferred. Specialized and on-going training will be provided.

### **Other requirements for employment:**

Person in this position **must** pass a criminal background check and may be subject to periodic drug screens.

### **Confidentiality:**

The SANE Coordinator will always ensure that the protection and best interests of alleged victims are prioritized. The privacy of alleged victims and their families shall be strictly maintained. Any information learned through the center or MDT is strictly confidential and may not be shared outside the team meetings or center staff except as specified.

### **Work schedule:**

The person in this position will be required to work flexible hours based on the needs of the Child Advocacy Center. The schedule will be established and agreed upon by the both Executive Director and SANE Coordinator. The position will reflect part-time hours.

Please submit resume and cover letter no later than **January 14, 2022** to [jackla.treehouse@gmail.com](mailto:jackla.treehouse@gmail.com).