



TITLE: MEDICAL FORENSIC SERVICES PROGRAM COORDINATOR

GENERAL SUMMARY

Under the supervision of the Adult and Pediatric/Adolescent Medical Forensic Services (MSF) Directors, implements established protocols for Avalon Healing Center. **Heavy concentration in this position is around the continued evaluation, development, and implementation of non-fatal strangulation medical forensic examinations for those who have experienced intimate partner violence. This includes the ongoing expansion of infrastructure that ensures the continuity of care for this patient population.**

Additionally, this role will include additional responsibilities in assisting the Adult and Pediatric/Adolescent MFS Directors in the implementation of the overall Medical Forensic Services Program, **assisting in the day-to-day provision of direct patient care across the lifespan for patients who have experienced sexual violence.** This includes providing education and awareness of Avalon Healing Center's services through community and multidisciplinary partner outreach. This position will include participating in ongoing systems change work to improve the overall organizational and community response to those who have experienced sexual and intimate partner violence. This position reports directly to the Adult and Pediatric/Adolescent MSF Directors.

MINIMAL REQUIREMENT

The Medical Forensic Services Program Coordinator must be, at a minimum, a registered nurse practicing for a minimum of two years, have recent clinical experience, preferably within a trauma or emergency-based clinical setting, and/or providing medical forensic services within an organization dedicated to providing care to those who have experienced violence, whether hospital or community-based. SANE-A and SANE-P certification (or an equivalent measure as appropriate) is required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Responsible 40 Hours/Week.
- Position requires rotating On-Call and Clinic shifts, along with rotating Office Days required to fulfill responsibility of 40 Hours/Week.
- Responsible for five (5) to ten (10) On-Call Admin Shifts per month, which will vary based upon program needs.
- Responsible for assisting the MSF Directors with the overall day-to-day operations of the Bagley Clinical Site.
- Provide guidance and oversight to full-time, part-time, and contracted per diem Forensic Examiners during Direct On-Call or Clinic Shifts, and when applicable during On-Call Admin.
- Works with MSF Directors on ongoing program evaluation and service provision, and ensures the results of these efforts are incorporated into program modifications and improvements.



PRINCIPAL DUTIES AND RESPONSIBILITIES, CONTINUED

- Works with MSF Directors to assist with the development and implementation of the educational components of the Avalon Institute in conjunction with Health Systems and the Criminal Justice System.
- Assists with the development and implementation of systems change on behalf of Avalon to improve community awareness and best practices regarding sexual and/or intimate partner violence.
- Works to establish and maintain policies, procedures, and protocols for Avalon.
- Assures that all program activities adhere to established standards of best-practice care.
- Establishes and maintains a close working relationship with other agencies involved with the care of those who have experienced sexual and/or intimate partner violence.
- Responds to subpoenas and warrants, prepares and submits these documents, as well as prepares full-time, part-time, and contracted per diem Forensic Examiners for court.
- Participates in local, statewide, and national best practice standards discussions.
- Monitors the quality of care provided to all patients seen by Avalon staff and actively involves staff in their case review and charting.
- Provide fact/expert witness testimony when necessary.
- Works with MSF Directors in the preparation and submission of required documentation to meet the conditions of funding – stats, billing, etc.
- Participates in outreach/awareness events for Avalon.
- Acts as a resource person to Avalon Staff as well as to community and multidisciplinary partners.
- Maintains professional competency through continuing education requirements for state licensure.
- Maintains professional certifications and/or requirements as dictated by the Michigan Department of Health and Human Services SAFE Response Program.
- Perform other duties as assigned by MSF Directors and Avalon Executive Director.

OTHER DUTIES

- Abide by Avalon program policies, procedures, contracts, rules, and regulations.
- Participation in staff, committee, and other meetings as deemed necessary at the request of the Executive Director.
- Coordinates with Avalon Crisis & Advocacy Staff to ensure the implementation of advocacy services for our patients.

HOURS: 40 Hours/Week; rotating On-Call and Clinic shifts required; rotating Office Days required. Weekends and evenings are needed. Holiday on-call coverage expected.

SALARY: Competitive annual salary including benefits with consideration for experience.

Send resume and cover letter to Jessica Boylan, Adult Medical Forensic Services Program Director at jojala@avalonhealing.org by March 16, 2026.