

AVALON

JOB DESCRIPTION/POSITION SUMMARY

MISSION: Avalon inspires healing and empowerment for those affected by sexual violence through free and immediate comprehensive services; promotes public awareness; and advances social change.

JOB TITLE: **Forensic Nurse Examiner**
PRN/Experienced Per Diem Position [CONTRACTOR POSITION]

Under the guidance of the AVALON Healing Center Executive Director and SAFE Program Co-Directors, the Forensic Nurse Examiner will assist in administering the Sexual Assault Forensic Examination program. The FNE is part of a team that provides comprehensive trauma-informed emergency medical care and evidence collection for individuals who experience sexual violence. Interacting both in-person and via phone with patients requiring medical services, the FNE will ensure that all critical information and communication is provided to the client in an appropriate manner that gives reassurance and clear direction. Acute forensic examinations, preparation of the examination results, and proper reporting is required. FNE will participate in required legal proceedings, including the provision of fact/expert witness testimony. Additional program administration, such as interaction with other AVALON Healing Center programs, contributing improvement recommendations, and building awareness with external partners is required. FNE will ensure understanding of all compliance requirements.

This position covers both weekday day and night shifts, as outlined below. It is an as needed per diem, independent contractor, position. Position requires a commitment of at least 24-hours of on-call to accommodate program needs during each calendar month. Travel between clinic and hospital sites is required.

REQUIREMENTS

- Current, active, unencumbered RN (or Physician Assistant) licensure in the State of Michigan.
- Bachelor of Science in Nursing (BSN) degree or equivalent.
- Actively practicing with a minimum of two years prior significant experience in performing medical forensic examinations for pediatric, adolescent and adult (sexual assault, IPV, etc.).
- Position requires commitment to evening and weekend shifts.
- Completion of Adult/Adolescent SANE basic training in accordance with IAFN Guidelines required.
- Completion of Pediatric SANE basic training in accordance with IAFN Guidelines required.
- Current Basic Life Support (BLS) certification.
- Current SANE-A Certification from the IAFN required.
- Current SANE-P Certification from the IAFN preferred. In the absence of SANE-P Certification, preference given to Examiners agreeable to obtaining certification within one year of hire date.
- Professional organizational membership (IAFN, AFN, etc.) preferred.
- Demonstrates competence in physical assessment, including anogenital assessment, and specialty examination techniques utilized for medical forensic exams.
- Excellent written, interpersonal, and oral communications skills.
- Computer skills to perform day-to day tasks (Microsoft Office 365/Google) and ability to necessary office equipment.
- Verification of a completed TB Skin Test required.

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SHIFT COVERAGE

Shift coverage responsibilities include, but are not limited to the following:

- **Committed to a minimum of 24-hours of on-call shift coverage per calendar month** to perform acute medical forensic examinations. *Note, there is always a substantial need for coverage of evening shifts.*
- Additional shifts offered and scheduled in advance to assist in covering the program's needs, including staff vacations and time-off needs (medical leave, maternity leave, etc.).
- Examiner may elect to pick-up/cover "bonus" shifts that are offered to assist in emergency coverage when offered, however, "bonus" shifts are only available if minimum hours requirement is satisfied.

REQUIRED HOLIDAY/MISCELLANOUS SHIFTS

- Required to provide shift coverage (for example, 18:00-06:00 OR 06:00-18:00) for ONE Holiday per calendar year (January to December). Holiday schedule is rotation based.
 - Holidays are defined as: Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day.
- Required to provide shift coverage (for example, 18:00-06:00 OR 06:00-18:00) for ONE "Hard to Fill Shifts" per calendar year.
 - Defined as: Easter, Mother's Day, Father's Day, Halloween, "Thanksgiving Eve", Black Friday (day after Thanksgiving), December 23rd and December 26th.

OFFICE HOURS

- This position does not require administrative/office hours; however, this position would require Examiner to attend prescheduled/advanced notice mandatory trainings or meetings.

RESPONSIBILITIES

- Performs acute medical forensic examinations.
- Provides on-call availability as outlined above.
- On-call shift schedule is provided 8-weeks in advance to ensure Examiner's scheduled days are able to be covered, therefore the expectation is that any other employment does not interfere with scheduled shifts.
- Responds to any and all subpoenas on cases examined and provides testimony.
- Promotes community awareness and stakeholder education of both the Avalon Healing Center and SAFE Program Services.
- Advocates on behalf of those affected by sexual violence/gender-based violence.
- Attends prescheduled/advanced notice mandatory trainings.
- Completes quarterly check-in with SAFE Program Director as directed.
- Engages in SAFE Program's Peer Review Process/Chart Reviews.
- Maintains professional competency and updated on latest research, data and best practices for populations served.
- Ensures timely remittance of Call Log and Case Log.
- Ensures compliance with Avalon Healing Center/SAFE Program policies, procedures, contracts, and practice guidelines.
- Maintains contact with SAFE Program Director (Keeper of the Medical Records) after termination of this agreement/contract.

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COMPENSATION

- Competitive compensation.
- Compensation is paid monthly, by the 15th day of the following month of services provided.

PROFESSIONALISM

- Ability to work with people of various socio-economic, multi-cultural, multi-racial backgrounds and sexual orientations.
- Attends staff meetings, committee meetings, and other meetings to enhance their engagement with the AVALON Healing Center programs when available.
- Comes prepared to quarterly scheduled supervision meetings with SAFE Program Director.
- Cooperate and collaborate with all Avalon Healing Center programs to achieve organizational goals.
- Deals with work related stress in a professional manner.
- Has knowledge of organizational goals, services, and agency history.
- Keeps supervisor informed of any deviations to their work schedule/changes.
- Maintains availability and a schedule that reflects client, staff and agency needs.
- Models a positive attitude to change/or “difficult” situations.
- Participates in agency events that further agency goals of education and outreach when available.
- Seeks opportunities to contribute to the systems change plan and appropriately documents events on agency system change forms.
- Updates SAFE Program Director and/or Executive on program activities/trends or community concerns.
- Uses effective time management skills.

CONTACT INFORMATION

For additional questions about this position or to apply for this position, please forward resume and cover letter to Jessica Ojala, SAFE Program Co-Director at jojala@avalonhealing.org.

I have read the following Position Description/Summary as outlined above and agree to all terms as outlined:

Contractor Signature _____ Date: _____