

# AVALON

## JOB DESCRIPTION/POSITION SUMMARY

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**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**  
**Part Time 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 well as weekend shifts, as outlined below. It is a part-time position to accommodate program needs, with compensated administrative/office hours, that is required. 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.
- Two years prior nursing experience.
- Prior significant experience in performing medical forensic examinations for adolescent, adult and preferably pediatric (sexual assault, IPV, etc.).
- Completion of Adult/Adolescent SANE basic training in accordance with IAFN guidelines required.
- Completion of Pediatric SANE basic training in accordance with IAFN guidelines, preferred.
- Current SANE-A Certification from the IAFN, preferred. Agreement to obtain certification within one year of hire if not already certified.
- Current SANE-P Certification from the IAFN preferred. Agreement to attempt certification within two years of hire if not already certified.
- Position requires commitment to evening and weekend shifts.
- Professional organization 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:

- Position requires a **minimum of one shift (for example, primarily 18:00-06:00) per calendar week** (Sunday-Saturday), and additional shifts to accommodate program needs as needed, to perform acute medical forensic examinations.
- Some weekday shift coverage (for example, 06:00-18:00) to perform acute medical forensic examinations may occur as well.
- Provides shift coverage (for example, 18:00-06:00 *OR* 06:00-18:00) for one weekend per month, where weekend is defined as Friday, Saturday, and Sunday.
- Additional shifts offered and scheduled in advance to assist in covering the program's needs, including staff vacation 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 as needed.

## REQUIRED HOLIDAY/MISCELLANEOUS SHIFTS

- Required to provide shift coverage (18:00-06:00 *OR* 06:00-18:00) for TWO Holidays per calendar year (January to December). Holiday schedule is rotation based and posted in advance.
  - Holidays are defined as: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day.
  - Where a Holiday falls on a weekend (i.e., Memorial Day, Thanksgiving), coverage is over four days (i.e., Friday, Saturday, Sunday, and Monday), not including Christmas Eve/Christmas or New Year's Eve/New Year's Day.
- Required to provide shift coverage (18:00-06:00 *OR* 06:00-18:00) for TWO "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 23<sup>rd</sup> and December 26<sup>th</sup>.

## OFFICE HOURS

- Position requires minimal compensated administrative/office hours that is required and is determined by program needs/on-call shift coverage.

## 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.
- Provides fact/expert witness testimony as needed/availability allows.
- Provides training/mentoring to those precepting or shadowing with SAFE Program.
- Promotes community awareness and stakeholder education of the Avalon Healing Center.
- Advocates on behalf of those affected by sexual violence/gender-based violence.
- Attends mandatory trainings and/or meetings. Attends monthly ALL Staff Meeting.
- Engages in SAFE Program's Peer Review Process/Chart Reviews.
- Assists with Community Outreach/Education efforts.

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## **RESPONSIBILITIES, *Continued***

- 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.

## **COMPENSATION**

- Competitive compensation.
- Compensation is paid monthly, on the 15<sup>th</sup> day of the Month.

## **PROFESSIONALISM**

- Ability to work with people of various socio-economic, multi-cultural, multi-racial backgrounds and sexual orientations
- Attends monthly staff meetings, committee meetings, and other meetings as required.
- Comes prepared to regularly 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 in weekly schedule.
- 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.
- Seeks opportunities to contribute to the systems change plan and appropriately documents events on agency system change forms.
- Updates SAFE Program Director 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](mailto:jojala@avalonhealing.org).

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

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_