



JOB DESCRIPTION

Position Title	Department	Reports to
Director of Medical Services		Executive Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	

POSITION SUMMARY

The primary purpose of this position is to provide strategic and operational leadership for the delivery of nursing services at a sexual assault and child advocacy center (non-profit). The Director is responsible and accountable for leadership and direction, coordination, and evaluation of nursing activities; evaluating and improving program quality; implementing operational efficiencies; implementing program educational activities; and contributing to policy development, planning, decision-making and fiscal management. Collaborates with other healthcare professionals, consultants, and organizations, including government agencies and advocacy groups, to develop, support and coordinate client care, related administrative functions, and to represent the interests of the Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Develops, maintains, and implements nursing policies and procedures that conform to current standards of nursing practice, facility philosophy, and operational policies while maintaining compliance with state and federal laws and regulations.
- Communicates and interprets policies and procedures to nursing staff, and monitors staff practices and implementation.
- Uses scientific evidence and best practices to develop guiding principles and policies related to forensic nursing practice
- Participates in the recruitment, selection, training, and assessing ongoing competencies of nursing personnel. Supervise nursing staff and provide clinical expertise and assistance on the full range of facility health program design and implementation issues. Evaluate job skills and work performance of nursing personnel. Maintain adequate staffing and appropriate delegation of nursing care based on nurse competencies.
- Assesses needs for personnel, supplies, equipment, and physical facilities for budget planning.
- Maintains and oversees scheduling for all forensic medical program employees and contractors.
- Collaborates with physicians, consultants, community agencies, and institutions to improve the quality of services and to resolve identified problems.

- Develops and delivers ongoing nursing education to equip nursing staff with sufficient knowledge and skills to provide compassionate, quality care and respect for victims' rights. Identifies staff development and training needs and ensures that training is obtained.
- Promotes teamwork, mutual respect, and effective communication.
- Provide surveillance and management of infection control program, including reporting sexually transmitted infections to the Department of Public Health.
- Coordinates and/or develops on-going QA activities for nursing services to monitor nursing compliance with standards and regulatory requirements through interviews and record reviews.
- Performs SANE A and P exams as required.
- Assures staff is trained in fire and disaster and other emergency procedures and evaluates performance during drills.
- Supervises medical administrative staff.
- Some regional travel required.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Must possess an active, unencumbered license as a Registered Nurse in the state of Georgia and have graduated from an accredited school of nursing.
- SANE-A and SANE-P certificate preferred. (Required within 6 months of employment.)
- Minimum of 2 years of experience in nursing/healthcare management experience required.
- Must possess and demonstrate a high degree of leadership, organizational ability, and communication skills.
- Models effective verbal, non-verbal and written communication; this includes aligning information, promoting understanding, conflict resolution, negotiation, effective listening and public speaking.
- Current CPR certification is required.
- Knowledge of current federal and state laws and regulations that apply to the practice of forensic nursing.
- Has strong organizational and time management skills and the ability to prioritize responsibilities. Ability to make presentations before top management, public groups, and staff.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze, and interpret journals, financial reports, and legal documents.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

By signing, I agree that I am capable of performing the essential functions of this position, that I agree to the physical demands and working environment of the position, and that I understand the expectations of the position.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____