



POSITION DESCRIPTION

POSITION: Nurse Admin

RATE: \$106,000-\$110,240

STATUS: Full Time Part Time Exempt Non-Exempt

Join our dynamic and dedicated team that provides a safe, compassionate, healing environment for children who have been a victim or witnessed a crime. The Medical Program for the Children's Advocacy Center specifically supports children and adolescents with compassionate care after a suspected incident of abuse that: Reassures the victim and their family that they have not been permanently harmed; and Documents injuries and/or gathers evidence that may be used in a criminal investigation. Our Nurse Admin helps uphold our values of Collaboration, Excellence, and Impact by working well with our partners, striving to provide exceptional service, and helping us provide each child with the safety they need to tell their story.

Responsible for day-to-day efficiency and effectiveness for Medical Program. Duties include administrative support for the Medical Program, medical education for investigative partners, and direct patient care. The Nurse Admin answers to the Executive Director for administrative purposes, but receives all guidance related to medical care and exams from the Medical Director. This is position is full and/or part time. Full-time does receive benefits included. Part-time does not receive benefits included.

PRIMARY DUTIES AND RESPONSIBILITIES:

Administrative Support

- Oversee daily operations of the medical program to support providers in completing data entry and other administrative tasks as needed.
- Maintain patient records in both hard copy and in a secure online database.
- Collaborate with the Executive Director and Medical Director to refine processes for daily operations of the medical program on an ongoing basis.
- Create related policies, procedures, and forms in concurrence with Medical Director.
- Ensure the Medical Director has access to records and ensure maintenance of a schedule to allow peer review for 100% of abnormal findings and 50% of all examination results.
- Collect and enter required patient and outcomes data for performance measures.
- Assist with program reports/narratives for key stakeholders and partners.

Partner Education

- Maintain positive working relationships with partnering agencies and facility users.
- Represent the agency in the community, including at professional collaborative meetings.
- Remain available for urgent support needs regarding STI/HIV transmission, plausible

- mechanism of injury, and indicators of non-accidental injury, such as TEN-4-FACESp.
- Engage new partners and community stakeholders as appropriate.

Direct Patient Care

- Provide medical examination, forensic evidence collection, and consultation services.
- Provide on-call triage and medical services for emergency after-hours and weekends.
- Maintain appropriate patient records.
- Participate in monthly Peer Review Meetings to help ensure comprehensive, coordinated response and seamless service delivery.

Training

- Maintain licensing as required by the State of Arizona
- **Must have SANE/IAFN Training completed (Required)**
- Complete continuing education in the field of child abuse (both physical and sexual abuse; min 8 hrs every 2 yrs), per National Children's Alliance accreditation standards.
- Attend and present at related conferences and trainings.

Other Duties as Assigned

Hiring Standards:

- Licensed practitioner with experience working with women, children, and/or adolescents.
- Experience in child abuse/neglect, sexual assault, or other relevant field.
- **Must obtain SANE-A or SANE-P Certification through IAFN within 18 months of hire**
- Familiarity with the Child Advocacy Center model.
- Excellent leadership and relationship building skills.
- Experience in community collaboration, preferably with law enforcement and/or child welfare agencies.
- Must be able to pass a fingerprint clearance and background check.
- Bilingual preferred.

Any offer of employment is contingent upon successful completion of new hire screenings, including background checks, drug testing, and professional reference checks.