

ATLANTIC COUNTY PROSECUTOR'S OFFICE

JOB ANNOUNCEMENT

Posting Date: 02/07/2023

Closing Date: until filled

TITLE: Coordinator of Nurse Examiners 07861 (Victims of Sexual Assault Program)

SALARY: \$81,000 - \$94,000 Hours: 40

DEPARTMENT: Atlantic County Prosecutor's Office Union ___ Mgmt. **X**

LOCATION: Child Advocacy Center, EHT and/or NJDOP Test Required: Yes **X** No ___
Prosecutor's Office, Mays Landing Grant Funded: Yes **X** No ___

DEFINITION:

Under direction of a supervisory official within the County Prosecutor's Office, administers and implements a program designed to provide prompt, sensitive services to victims of sexual assault, ensures the accurate collection of forensic evidence, develops, and monitors procedures, and supervises the work of nurse examiners does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Administers and manages grant(s).

Coordinates the development, review, and update of policies and procedures to perform physical exams on sexual assault and non-fatal strangulation victims, collect evidence, and delivery services.

Identifies and coordinates research activities to improve services provided.

Ensures that program objectives are being met.

Recruits, selects, trains, and evaluates performance of nurse examiners responsible for performing physical and forensic exams on sexual assault and non-fatal strangulation victims and collecting evidence.

Develops and coordinates basic training for nurse examiners.

Serves as resource person to those who are directly/indirectly involved in providing care to sexual assault and non-fatal strangulation victims.

Coordinates staffing schedules.

Supervises and conducts physical and forensic exams on sexual assault and non-fatal strangulations victims.

Identifies and facilitates care for injuries that require medical treatment.

Collects, processes, and maintains chain of custody for clinical/nonclinical evidence and related documentation.

Provides evidentiary data, retrieves, and transports documents, serves as fact and expert witness, and facilitates communications between hospitals, nurse examiners, law enforcement agents, prosecutors, and others.

Develops public relation plans, and conducts educational and awareness programs for law enforcement, advocates, hospital staff, emergency medical technicians, and the community.

Establishes agreements with area hospitals to provide services to sexual assault victims, and clinical training for nurse examiners.

Maintains budget information, prepares annual budget, and seeks external funding sources.

Maintains statistical data and prepares reports.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Three (3) years of nursing experience in emergency medicine, women's health, or critical care.

LICENSE:

Applicants must possess a valid license as a Professional Nurse issued by the New Jersey Board of Nursing.

Applicants must have successfully completed the Sexual Assault Nurse Examiner (SANE) training program and possess a valid Forensic Nurse – Certified Sexual Assault (FN-CSA) specialty certificate issued by the New Jersey Board of Nursing.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of nursing concepts, principles, and practices including those necessary to assess needs of a sexual assault victim.

Knowledge of the methods used to provide health counseling and education to patients, families, and community groups.

Knowledge of standard nursing procedures and techniques of patient care.

Knowledge of training techniques.

Knowledge of the methods used to prepare medical records and files including those related to the preservation of evidentiary data.

Knowledge of the community resources and facilities likely to be needed by sexual assault and non-fatal strangulation victims.

Ability to coordinate program activities and staff.

Ability to establish and maintain cooperative working relations with hospital staff, clinics, social agencies, prosecutors' and other.

Ability to train nursing staff.

Ability to represent the County Prosecutor's Office in matters of compliance set forth by the Attorney General's Standards for Providing Services to Victims of Sexual Assault.

Ability to conduct and supervise the conduct of physical and forensic exams.

Ability to prepare reports and correspondence.

Ability to collect evidentiary data.

Ability to establish and maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should submit a cover letter and resume to

Patricia Hayek, Victim-Witness Manager

Atlantic County Prosecutor's Office

4997 Unami Boulevard, Suite 2, P.O.B. 2002

Mays Landing, NJ 08330

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