



Job Announcement
Forensic Nurse Program Coordinator
(Full Time, Exempt)

NOVA is the comprehensive victim services organization in Bucks County. With a 50-year history, NOVA has expanded to include a continuum of prevention and direct services to prevent and address the needs of victims of sexual abuse and other serious crimes. NOVA is known for its exceptional services and professionalism across many disciplines and the community. As a mature and fiscally sound organization, establishing sustainability is critical to our future success -serving all victims who need services, educating the community on violence prevention, and providing top-ranked professional training.

The Bucks County Forensic Nurse (FN) Department at NOVA was developed out of a recognized need to create a continuity of forensic medical care for victims of sexual assault and interpersonal violence, specifically non-fatal strangulation, in Bucks County, who present in the emergency departments of Bucks County hospitals. In its ninth year of operation, the FN program has become a highly respected service providing exceptional, state-of-the-art forensic medical care to victims.

Under the supervision of the Director of Forensic & Crisis Services, the position serves as Coordinator for the Forensic Nurse program at NOVA, providing supervision to the team of part-time NOVA forensic nurses and the Administrative Assistant, ensuring coordinated, collaborative services with local Bucks County hospital emergency departments and other departments at NOVA.

Responsibilities:

Outreach

- Initiates and maintains collaborative relationships with relevant organizations to improve and expand outreach on the importance and availability of forensic nurse services.
- Seeks and pursues opportunities to develop and provide outreach regarding assigned programs.
- Provide training or other speaking engagements on topics related to job responsibilities as appropriate.
- Collaborate with all Bucks County hospitals and the two under Jefferson Bucks, Jefferson Frankford Hospital and Jefferson Torresdale Hospital in Philadelphia.
- Collaborate with other NOVA staff to provide input to elected officials and other community partners as needed.

Direct Services

- Assist in the orientation and training of new Forensic Nurse Examiners (FNE).
- Provide quarterly case reviews with forensic nurses.
- Refer victims to NOVA services and other agencies as appropriate.
- Ensure the NOVA SANE/Forensic Nurse carts are fully stocked with the necessary supplies and rape kits.
- Work hand-in-hand with NOVA's Client Services department to ensure effective collaboration of the Forensic Nurse Exam and the core service of Emergency Room Accompaniment.
- Provide on-call coverage as needed.



Program Administration

- Coordinates and implements activities needed to operate a centralized Forensic Nursing Program in Bucks County.
- Serves as a liaison with various hospital systems in the operation of the Forensic Nursing Program.
- Works with representatives from the criminal justice system, medical programs, and NOVA/CAC staff to maintain FNP and SVI program protocols.
- Trains law enforcement, hospital personnel, and other relevant professionals on IAFN protocols.
- Hires and supervises part-time forensic nurse examiners, ensuring a cadre of 15-20 part-time nurses.
- of part-time forensic nurses.
- Develop and implement FNP training for nurses.
- Supervise the part-time team of Forensic Nurse Examiners and other program staff if applicable.
- Work with a part-time Administrative Assistant for the program to ensure timely, efficient, and accurate credentialing of all part-time FNE's.
- Coordinates and chairs federally required quarterly Bucks County Sexual Assault Response Team (SART) and STOP meetings.
- Presents and updates the FNP section of the NOVA Sexual Assault Counselor (SAC) Training.

Internal Agency Administration

- Meets regularly with the Director of Client Services for support, direction, supervision, and feedback.
- Communicates and collaborates regularly with other agency staff to ensure a seamless continuum of care for victims/survivors.
- Adheres to all agency policies and procedures (e.g., confidentiality).
- Participates in staff meetings at all levels of the agency as appropriate or as assigned.
- Completes and submits all required, relevant, and assigned paperwork promptly and accurately.
- Supports and participates in agency activities such as staff retreats, special events, volunteer recognition events, etc., as appropriate or assigned.
- Performs other duties as assigned.

Staff Development

- Stays abreast of information concerning services related to sexual assault and interpersonal violence, medical needs of crime victims, needs of special, underserved, and diverse populations, and trauma-informed care. Ensure all part-time nurses and NOVA staff remain abreast of new treatments and protocols.
- Stay abreast of information on program development, coordination, outreach, and system collaboration.

Qualifications

- Commitment to NOVA's mission and philosophy.
- A Bachelor's degree in nursing, public health, hospital administration, or related field is required.
- Current RN license in PA or a state with reciprocity with PA.
- A person who focuses on problem-solving and has a demonstrated ability to negotiate challenging situations and problem-solve.
- Experience managing complex projects.



- Related experience that is highly desirable:
 - Previous management or coordination of a forensic nurse team
 - Experience working in a hospital setting or health care system,
 - Knowledge of the criminal justice system,
 - Grant writing and reporting experience.
- Excellent written and oral communication skills. Public speaking and training experience are a plus.
- Excellent organizational skills and computer experience.
- Consistent and reliable access to and availability of means of transportation.
- IAFN SANE certification or candidate must meet requirements to become a Sexual Assault Nurse Examiner within one year of employment.
- Participate in Sexual Assault Counselor training for at least 40 hours within one year of employment.
- Able to work a flexible schedule to adjust to medical accompaniments and occasional weekend work and to provide on-call coverage for the FNP support when assigned (evenings and weekends).
- Meet all required clearances for employment (e.g., Criminal Record Check, Child Abuse Clearances, etc.).

NOVA is an AA/EOE. The NOVA competitive compensation package includes the following components:

- Competitive annual salary ranges from \$70,000 to \$85,000, commensurate with supervisory and forensic nurse experience.
- Medical & Dental (1st day of the month following hire; Employee premiums paid in full by NOVA)
- Short-term & long-term disability (After 90-days of employment; Premiums paid in full by NOVA)
- Life insurance policy (After 90 days of employment; Premium paid in full by NOVA)
- Quarterly contribution to Profit Sharing Pension Plan (1st quarter following one year of employment)
- Voluntary contribution to 401K Plan (1st quarter following one year of employment)
- Generous Paid-Time-Off policy (after 90 days of employment) and 12 paid holidays per year

If you have these qualifications, are energetic, passionate about the mission of NOVA, and enjoy a friendly, team-oriented environment, we would like to hear from you!

Please submit your application with a cover letter telling us why you are the person for this job, your salary requirements, and your resume to Careers@novabucks.org (Subject line: FN Program Coordinator). Cover letter is required.

