

## **JOB DESCRIPTION**

### **NMCSAP STATEWIDE SANE COORDINATOR**

**Job Title:** Statewide SANE Coordinator

**Reports to:** Executive Director, NM Coalition of Sexual Assault Programs

**Job Purpose:** Oversee statewide SANE activities; coordinate, support, and enhance existing and developing SANE programs in New Mexico; build inter-agency alliances to ensure victim-centered medical and forensic response to sexual assault/abuse patients; ensure NM SANE compliance with state laws and national standards; address emerging SANE and sexual assault/abuse issues as they arise.

#### **Job Responsibilities:**

- Support and guide NM SANE program development; serve as centralized contact person for questions/problems; provide technical assistance; research and incorporate national best practices into all policies and procedures; ensure consistency among SANE programs.
- Coordinate and implement SANE training activities, both initial and continuing education; conduct clinical precept opportunities; develop and support cadre of SANE instructors and SANE Proctors to conduct the clinical work; sponsor annual conference; oversee nursing CE applications for training events.
- Coordinate and strengthen communication and collaboration among the multi-disciplinary SANE partners; participate in relevant statewide meetings to ensure that sexual assault patient needs and SANE guidelines are addressed.
- Oversee development/updates of the NM Sexual Assault Evidence Kit, Drug Facilitated Sexual Assault Kit, Suspect Evidence Kits, and other forensic components of SANE.
- Support and coordinate community education, public outreach, media coordination, policy development, and legislative support when appropriate to SANE issues for the state.
- Exercise fiscal prudence, integrity, and oversight of public and private funds, including submission of timely fiscal and operational reports, adherence to the Coalition's fiscal and personnel policies, grant writing, and securing additional funds as needed for sustained operations of the position.

#### **Minimum Job Qualifications:**

Master's Degree in related field. Experience in grant writing, public speaking, report writing, program development, budget management, and multi-agency coordinated response. Familiarity with forensics, medical practices, and sexual violence.

#### **Specifications/Core Job Expectations**

- Strong self-motivation, critical thinking skills, and capacity to prioritize multiple projects
- Strong interpersonal, conflict-resolution, and leadership skills
- Driver's license, access to vehicle, and ability to drive
- Ability to work flexible hours, including occasional evenings and weekends
- Computer proficiency (Microsoft Word, Excel, Power Point, etc)
- Business casual dress required
- Assurances: Maintain Confidentiality and no Conflict of Interest

**Hours**

The position is 30 hours a week, with some evening/weekend events.

**Benefit Package**

The Coalition offers a strong benefit package including: vacation/sick paid time off, holiday pay, employer-paid health insurance, IRA, and flexible working hours.

**Salary**

Starting salary range \$58,000-65,000 DOE.

**Application**

If interested in applying for this position, submit cover letter as your writing sample, current resume, and a list of three professional references to Kim Alaburda, NMCSAP Executive Director at [kimalaburda@msn.com](mailto:kimalaburda@msn.com). This position will be posted through January 18<sup>th</sup> with a projected starting date early/mid-February. Please, no phone calls.