

# Placer County Job Posting

## Sexual Assault Response Team (SART) Nurse/Coordinator

Recruitment #2017-11779-01

**Salary:** \$35.28 - \$42.88/hour; \$6,114.65 - \$7,432.41/month

**Department:** District Attorney

**Job Type:** Open

**Date Opened:** 10/25/2017 12:00:00 PM

**Filing Deadline:** 11/27/2017 12:00:00 PM

**Employment Type:** Permanent/Full Time (40 hrs/week)

**Work Location:** South Placer (Granite Bay, Loomis, Lincoln, Rocklin, Roseville)

**HR Analyst:** Lori Janssen

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### POSITION INFORMATION

The SART Nurse/Coordinator provides hands-on service to Placer County residents who have been victims of sexual assault and collaborates with a team of multidisciplinary agencies to counter the experience of sexual trauma with a sensitive and skilled response. The SART Nurse/Coordinator escorts victims to and from medical facilities, staying with them throughout the interview and examination process.

This position serves as a primary liaison between law enforcement, hospital emergency departments, and representatives from a variety of agencies, including HHS Public Health and Child Welfare Services (CWS), District Attorney's Office, and County Victim Witness.

The SART Nurse/Coordinator promotes collaborative relationships between all stakeholders, conducts community outreach, and provides community and/or technical training to various groups and colleagues regarding sexual assault and physical abuse.

### DEFINITION

To plan, organize, and direct the activities of the Sexual Assault Response Team (SART) working in

partnership with the District Attorney's Office and Health and Human Services, with medical oversight from the Placer County Health Officer; and coordinate and perform forensic examinations to persons of all ages.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned manager and medical oversight from the Placer County Health Officer.

May exercise technical and functional supervision over professional, technical and clerical staff.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Plan, organize and direct the operation and activities of the Sexual Assault Response Team (SART) program; schedule and maintain 24/7 on-call staffing; provide nursing/medical consultation; initiate nursing interventions and interpret serious and/or emergent situations; conduct and document SART examinations for adults, adolescents and children; identify and obtain evidence for the sexual assault evidence kit and maintain chain of custody; order specific laboratory testing and studies per SART protocol; provide referrals for continuation of care; act as a resource for pediatric and adult/adolescent sexual assault/abuse issues; remain on call for after-hours examinations and/or other duties; consult with hospital emergency room physicians for additional diagnosis and/or treatment.
- Develop and maintain SART policies and procedures in compliance with hospital medical protocols, Placer County District Attorney's Office and Placer County Department of Health and Human Services (HHS) and a variety of other licensing agencies.
- Serve as primary liaison between law enforcement, hospital emergency departments, and representatives from a variety of agencies including HHS Public Health and Child Welfare Services (CWS), DAO, and County Victim Witness; promote collaborative relationships between all stakeholders; conduct community outreach; provide community and/or technical training to various groups and colleagues regarding sexual assault and physical abuse.
- Oversee the performance of assigned clinical and administrative staff; interview, recruit and make recommendations to management regarding potential forensic examiners; coordinate forensic examiners work assignments and review work to assure compliance with established standards, requirements and procedures; provide clinical supervision, review each medical/legal examination for completeness and appropriate follow-up, discuss and resolve areas of concern; monitor the on-call schedule to ensure 24/7 coverage; develop, implement and conduct training sessions; oversee contracts with professionals in order to meet all SART examination requirements; schedule, organize, and lead monthly Sexual Assault Forensic Examiners' meetings.
- Collaborate with physicians, the DAO, other law enforcement agencies, and HHS in implementing the County's sexual assault response program objectives; assist the assault response services; may serve as clinical prosecution witness in sexual assault and abuse cases.
- Identify learning needs and participate in the development of nursing orientation activities and training in all clinical settings and provide sexual assault response education to hospital staff; act as a consultant to department managers on required competencies related to caring for sexual

assault victims.

- Act as Custodian of Records for medical/legal examinations and interviews; ensure chain of custody on physical evidence; maintain medical documentation and testify in court as needed.
- Participate in the development and preparation of the annual SART budget; analyze and review budgetary and financial data; make recommendations for program expenditures in accordance with established limits.
- Represent assigned department to the public as well as other County employees and managers in a positive and productive manner.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

**It is the responsibility of applicants to identify in their application materials how they meet the minimum qualifications listed below.**

**Experience:** Two (2) years of post-license professional clinical experience in an acute care facility or a public health department specializing in Obstetrics and Gynecology, Pediatrics, Emergency Room, Intensive Care Unit and/or Cardiac Care Unit or a closely related medical field.

**OR:** Two (2) years of experience as a forensic examiner.

**Training:** Equivalent to an Associate of Science Degree from an accredited college or university with major coursework in nursing or a related field.

### License or Certificate:

- Possession of a valid California license as a Registered Nurse.
- Certificates of completion for the Basic Pediatric Sexual Assault Forensic Examiner (SAFE) for Healthcare Professionals and Adult Sexual Assault Forensic Examiner (SAFE) for Healthcare Professionals Training Programs through the California Clinical Forensic Medical Training Center (CCFMTC) are required within one year from date of hire, and certifications must be maintained throughout employment.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

**NOTE:** Applicants receiving their degree outside the United States must submit proof of accreditation by a recognized evaluation agency.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Professional nursing theory, practice and techniques in the areas of sexual assault and suspected abuse.
- Principles and standards of forensic medical examinations.

- State of California and local SART programs.
- Licensure, accreditation and regulatory requirements for sexual assault response services.
- Legal terminology, medical and ethical responsibilities in SART examinations.
- Requirements of medical documentation and record keeping.
- Standard and accepted principles and practices of motivation, team building, and conflict resolution.
- Community resources and public relations techniques.
- Basic principles and practices of budget preparation and administration.
- English usage, spelling, punctuation and grammar.
- Basic office practice, procedures and equipment.

**Ability to:**

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, patient charts reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- On an intermittent basis, sit at desk for long periods of time while reviewing patient charts and histories and preparing patient charts and reports; intermittently walk, stand, bend, climb and reach while making field visits, conducting clinics or making educational presentations or demonstrations; twist to reach equipment surrounding desk or treatment areas; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; see and hear with sufficient acuity to examine and assess patient conditions; and lift moderate weight.
- Complete highly specialized medical examinations with recommendations for follow-up care.
- Obtain information through interview; treat traumatized clients with respect and dignity/use of trauma focused care.
- Demonstrate advanced clinical problem solving and leadership skills including monitoring critical practice indicators, identifying training issues, and providing appropriate training.
- Ensure compliance with hospital, DAO and/or HHS goals, objectives, strategic plans, policies and procedures; prepare and maintain reports and clinical records.
- Maintain pharmaceuticals for SART patients and dispense medication pursuant to SART protocol.
- Coordinate with HHS to order/stock SART medications.
- Manage SART documents with appropriate compliance to HIPPA and chain of custody.
- Make sound decisions using problem-solving skills.
- Accurately assess requests for services and take effective course of action.
- Act quickly and calmly in emergency situations.
- Plan, conduct, and coordinate in-service training programs and community training outreach.
- Interpret, apply and explain complex rules, regulations, administrative and clinical procedures and protocols.
- Identify the need for and obtain physician consultation in appropriate clinical situations.
- Work courteously with the public; and handle multiple case assignments; and work with interruptions.
- Work unusual and/or prolonged work schedules.
- Use a personal computer and office equipment necessary for successful job performance.
- Monitor Placer County SART equipment.
- Prepare clear, concise, and comprehensive financial analyses, reports, and written materials.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.

## **SELECTION PROCEDURE**

### **Training & Experience Rating (100%)**

Based upon responses to the supplemental questionnaire, the applicant's education, training and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

All applicants who meet minimum qualifications will be required to respond to an online Conviction History Questionnaire, which will be sent as a link on their notification that minimum qualifications have been met. Failure to respond to this questionnaire within (3) three calendar days of the minimum qualification notification will result in disqualification from the examination.

## **CONDITION OF EMPLOYMENT**

Prior to the date of hire, applicants must undergo a fingerprint test by the Department of Justice, pass a medical examination, which may include a drug screening and possibly a psychological evaluation, sign a constitutional oath and submit proof of U.S. citizenship or legal right to remain and work in the U.S. For some positions, applicants may also be required to submit proof of age, undergo a background investigation and/or be bonded.

## **MODIFIED AGENCY SHOP**

All new permanent employees, with the exception of sworn law enforcement and those in management and confidential groups, shall be required to join the employee organization or pay an 'Agency Fee' as a condition of employment.

## **SUBSTITUTE LISTS**

The eligible list(s) resulting from this recruitment may be certified as a substitute list for a substantially similar classification. For this purpose, a substantially similar classification is one at a lower level in the same classification (example: entry level vs. journey) and/or a similar classification (similar work performed, similar training and experience qualifications required). If you are contacted for an interview by a County department, you will be informed of the classification and other relevant information. If you choose not to interview for a substantially similar classification, you will remain on the eligible list for which you originally applied.

## **EMPLOYEES OF OTHER PUBLIC AGENCIES**

Placer County offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel

civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please visit our website at:

<http://www.jobaps.com/placer/sup/abfreenames.asp>.

## **EQUAL OPPORTUNITY EMPLOYER**

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

## **BENEFITS**

The following information represents benefits currently available to permanent Placer County employees and may be subject to change. It is advisable that applicants inquire as to the most current benefit package during hiring interviews or by contacting the Human Resources Department.

[Click here to view benefits for Professional bargaining unit](#)

## **SELECTION PLAN**

### **Tentative Recruitment Timeline**

12/01/2017 - Minimum Qualifications Screening

12/05/2017 - Training & Experience Application Review

12/06/2017 - Establish Eligible List