

POSITION ANNOUNCEMENT

SANE Coordinator

Job Title: SANE Coordinator

Department: Resource & Advocacy

Reports To: Resource & Advocacy Director/Medical Advocacy Coordinator

FLSA Status: Part-Time, Non-Exempt

Work Hours: 30 hours per week, Normal business hours Monday -Friday or Monday-Thursday, very occasional evenings

Travel Expectations: Occasional travel required

Schedule Type: Remote eligible, must be based in Pennsylvania.

Salary Range: \$54,000 - \$57,876 annually depending upon qualifications.

Enhanced Background Check Required

Position Summary

The PCAR SANE Coordinator supports and enhances existing and developing SANE (sexual assault nurse examiner) and SART (sexual assault response team) programs in Pennsylvania, building infrastructure and alliances with appropriate nonprofit and state agencies to promote consistent, professional, and victim-oriented medical and forensic response and treatment of acute sexual assault survivors.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are representative of the work performed in this position and are not intended to be an exhaustive list of all responsibilities.

Technical Assistance and Systems Advocacy

- Provide technical assistance as requested to SANEs, healthcare providers, advocates, law enforcement, prosecutors, and other allied professionals.
- Support and enhance SANE programs and SARTs.
- Decrease SANE program isolation, creating opportunities for networking and rapport building among programs and acting as a centralized contact.
- Host regular PA SANE coordinator meetings.
- Attend PCAR bimonthly Medical Advocate Meetings providing input and related resources.

- Establish alliances and act as a liaison with telehealth programs, hospital systems, universities, and local, state, and federal agencies and organizations.
- Provide support for public policy initiatives related to SANE and SART issues.
- Research, identify, and promote best practices to create consistency and sustainability among programs, and support data collection and reporting.
- Serve on relevant statewide and regional committees and multidisciplinary teams including the PA DOH Sexual Assault Evidence Collection Committee and PCCD's Sexual Assault Kit Initiative Multidisciplinary Team.
- Participate in monthly national SANE coordinator meetings.
- Identify emerging technical assistance and training needs to inform future resources and learning opportunities.

Resource Development

- Create resource materials on issues relating to sexual assault forensic exams, sexual assault forensic examiner programs, sexual assault response teams, emergency contraception, sexually transmitted infections/HIV, and other relevant topics.
- Create multiple methods for communication among SANE programs including Emergency Nurses Association (ENA) Forensic Nurses list serve, a standing SANE section of the PCAR newsletter, meetings, and onsite visits.

Training

- Provide SANE programs with available training resources through organizations, universities, and professionally associated entities.
- Coordinate opportunities for continuing education based on identified needs.
- Maintain a list of training attendees, sites/dates, and cadre of SANE and SART instructors.
- Determine SANE training needs and coordinate or co-coordinate with another entity two webinars annually.

General Duties

- Attend meetings, trainings, and professional development opportunities as requested.
- Participate in internal and external committees, workgroups, and collaborative initiatives relevant to the position.
- Attend staff and department meetings.
- Document training, technical assistance, and outreach activities in designated databases and prepare reports as required.
- Exercise fiscal prudence and oversight as it relates to SANE activities including timely submission of fiscal forms and reports.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities associated with this position.

Qualifications

To perform this job successfully, an individual must have a solid background and knowledge of SANE operations, programs, policies, and protocols. Strong research, training, and writing skills and familiarity with the application process for nursing continuing education are required. Must have strong organizational and planning skills, with the ability to manage multiple projects, meet deadlines, and pay close attention to details. Must be able to work independently, collaborate with others, and effectively coordinate activities and maintain accurate records.

Education and/or Experience

An active, unencumbered Registered Nurse (RN) with a Bachelor of Science in Nursing or higher degree from an accredited program. SANE-A Certification or a plan to complete this requirement when it becomes available. Minimum five years of experience working as a sexual assault forensic nurse in Pennsylvania.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages. Ability to interpret bar and line graph data.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.
4. Demonstrate sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board,

council members, vendors, consultants, allied professionals, and the general public. Must be able to foster positive working relationships with people and create an accessible environment.

5. Must have proficiency with the technology necessary for the functions of the position, including Zoom, Online Training Applications, Microsoft Office, Internet, office equipment.
6. Accept and abide by the mission and core values of Respect Together.
7. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.
8. Occasional travel statewide, with overnight and some weekend stays required.
9. Submit successful screenings to determine eligibility for working with minors including: Federal and State Criminal Background Checks based upon fingerprint analysis; PA Child Abuse Clearance Verification; and, Public Search of National and State Sex Offender Registries.

Certificates, Licenses, Registrations

- An active, unencumbered Registered Nurse (RN) license with a Bachelor of Science in Nursing or higher degree from an accredited program.
- SANE-A certification or a plan to complete this requirement when it becomes available.
- A valid Pennsylvania driver's license is required.
- A minimum of 40 hours of Sexual Assault Counselor training facilitated by one of our partner rape crisis centers is required. Must complete this training within the first year.
- A valid Pennsylvania Child Abuse Clearance is required.
- A valid FBI Criminal History Background Check is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will have sedentary work that primarily involves an individual remaining in a stationary position. The employee may occasionally be required to move/transport objects up to 20 pounds. The person in this position needs to occasionally move about and may need to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply

Respect Together offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **September 30, 2026**.

Who We Are

Founded in 1975, Respect Together unites all elements of our work under one name with a continued commitment to our long-standing mission of preventing and ending sexual abuse, assault, and harassment. Respect Together's main divisions are the National Sexual Violence Resource Center (NSVRC) and The Pennsylvania Coalition to Advance Respect (PCAR). Collectively, we are working together to create a culture in the United States – and beyond – that values and upholds all people being treated with respect and free from all forms of sexual violence and oppression.

NSVRC:

- Identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.
- NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence.
- Translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change.
- Works with the media to promote informed reporting.

PCAR:

- Partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania.
- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works