



Position: Forensic Nursing Specialist, OVC Preceptorship

Department: Grants

Reports to: Forensic Nursing Director

Supervises: N/A

Classification: Full-time, Exempt

Compensation: The annual salary for this role is \$107,000 and includes a strong benefits package (health, dental, vision, retirement match, internet reimbursement, professional development budget, flexible working schedule and generous time off). IAFN is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, IAFN as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer and it will be the same regardless of the candidate.

Location: Remote (must be located with the in United States)

Ideal start date: December 4, 2023; however, this is negotiable

Deadline to Apply and Application Instructions

All applications are due by Tuesday, October 10 no later than 8 a.m. Eastern. Applicants who submit after the deadline will not be considered. Candidates interested in this position are required to submit a resume, cover letter and training sample, which will be captured through the submission of the questionnaire form linked below. The cover letter should be no more than 350 words and should address the following prompts: 1) Please briefly describe what forensic nursing is and what it means to you; 2) Please explain how you define technical assistance; and 3) Please briefly describe what you see as the key components of a clinical preceptorship program. Please submit one brief professional training sample that you created/facilitated. For example, a recorded webinar, a slide deck, a training outline with learning objectives and outcomes, etc. In addition, candidates must complete a questionnaire. Please review [the questionnaire](#) in advance of the submission deadline to ensure that you are prepared to respond to all of the prompts. Due to the high volume of applicants, candidates will only be contacted if they are selected to advance in the hiring process. If you have any questions about the application process, please contact HR@forensicnurses.org.

Position Overview

The Forensic Nursing Specialist (FNS), working closely with project partners and OVC, is responsible for facilitating development and implementation of three regional SANE Centers of Excellence that offer clinical preceptorship instruction based on an existing model as a part of the US Department of Justice Office for Victims of Crime (OVC) Expanding Access to SAFE Services Technical Assistance project. The FNS applies subject matter expertise in forensic nursing to inform and guide this work, which includes identification, selection and development of clinical preceptorship sites (hospital and community-based) where didactically prepared SANEs can go to work with seasoned, certified SANEs to gain practical experience. In furtherance of our vision, the FNS maintains current knowledge of innovations, evolving issue areas and the future of the field of forensic nursing. In addition, the FNS facilitates knowledge sharing, applies their firsthand experience and draws on the broader context of the forensic nursing field to both mentor the field and to expand the depth and nuance of our programming.

The ideal candidate is a seasoned forensic nurse with experience in project management, providing care to patients who have experienced intimate partner and sexual violence, and managing federal grants. We are looking for someone who is able to synthesize complex topics into engaging learning content rooted in adult learning principles. In addition, the ideal candidate is adept at ensuring project objectives are met on time and within budget, while collaborating with stakeholders and partners to ensure project success. The Forensic Nurse Specialist is enthusiastic about engaging with people, empathizes with the communities we serve, and comes across as genuine. To be successful in this role, the candidate should be able to put people at ease and build authentic relationships, especially when there are lines of difference. We seek someone who listens closely to understand needs or concerns and takes steps based on that input. IAFN serves diverse stakeholders and communities. As such, the FNS should be keenly aware of the power of language and representation and use references and examples that speak to the experiences of a diverse audience.

About IAFN

The International Association of Forensic Nurses is a professional organization of more than 6,000 nurses from 25 countries who provide specialized healthcare for patients impacted by violence and trauma. The Association establishes the standards of practice for forensic nursing; defines and advances the global research agenda to enhance forensic nursing's evidence-based response; develops, promotes, and disseminates information about forensic nursing science; and serves as a global network for forensic nurses to exchange ideas, serve as mentors, and enhance their practice. Additionally, the Association offers board certification for sexual assault nurse examiners who care for Adult/Adolescent (SANE-A®) and Pediatric/Adolescent (SANE-P®) patients. For more information, visit www.forensicnurses.org

IAFN believes in paying its employees a wage that is competitive and equitable. We recognize that our reputation and brand as a global leader in forensic nursing is a direct result of our incredibly talented staff. As such, we seek to demonstrate how much we value our team through a compensation model that recognizes the level of responsibility, effort and expertise that each role demands. While IAFN recognizes the value of education and certifications and requires specific licensure and credentials for certain roles, we also highly value the unique expertise

developed through lived and professional experience outside of formal educational settings. We seek to build a team that reflects the same diverse makeup of our membership and the patient populations who our members serve. We also acknowledge the long-term and ongoing impacts of the systemic, institutional oppression of women, people living with disabilities and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other historically marginalized communities. Therefore, wherever possible, IAFN does not require specific education or other similar credentials to be considered for a position. IAFN does not accept higher education, which has barriers to access for many communities, in lieu of relevant experience. Rather, IAFN prioritizes skills and experience to avoid replicating systems that reinforce inequities. Further, we are committed to supporting our employees' professional growth through mentorship and professional development opportunities. IAFN aims to provide clear pathways for advancement through transparent communication about the responsibilities and expectations associated with each employment grade, including the required competencies and professional experience to advance to that role.

IAFN fosters a culture inspired by the results-only work environment model, or ROWE. ROWE is a work culture that prioritizes outcomes over time spent on tasks. At IAFN, employees are generally given the freedom to work with a high level of flexibility in terms of schedule and location, as long as they fulfill their responsibilities, goals and objectives.

Primary Responsibilities

Grant Administration (20%)

- Serve as a point of contact for IAFN's OVC Grants Officer for the preceptorship activities
- Understand and ensure that IAFN complies with all special conditions listed in Grant Award Documents
- Contribute information, as needed, to semi-annual progress reports
- Facilitate OVC, partner and other meetings as necessary
- Complete the DOJ Financial Managements Grants Training within six months of hire and/or as required and complete all other trainings required by our federal funder
- Work collaboratively with other IAFN staff to develop subaward agreements with preceptorship sites
- Oversee subaward deliverables and contract compliance

Deliverable Implementation (50%)

- Collaborate with stakeholders to define project objectives, scope, and deliverables.
- Develop detailed project plans and timeline
- Lead the identification, selection and development of clinical preceptorship sites, including the creation of selection criteria and an application process
- Facilitate recurring meetings with preceptorship sites, including individual and group meetings, as needed
- Using a pre-selected model program, assist sites in development of all necessary policies and procedures to support preceptorship sites
- Support preceptorship sites to ensure that target participation numbers are met across all preceptorship sites
- Develop preceptorship evaluations
- Analyze data from preceptorship evaluations to identify areas of improvement

- Develop a guide to creating a successful preceptorship program that can be shared with the field.

Development and Provision of Training and Technical Assistance (10%)

- Monitor the quality and timeliness of TTA deliverables, including instructional integrity, alignment with outcomes, and appropriateness of graphics
- Develop and review policies and TTA materials for precepting sites on forensic nursing guidelines and best practices
- Manage document peer review processes, as needed
- Provide tailored TTA to grant partners, members and all other requestors on topics related to forensic nursing and the healthcare response to violence
- Coordinate with the appropriate staff in updating of all technical assistance related websites
- Promote TTA content and materials published through the grants in appropriate forums
- Serve as a trainer for in-person education, as required
- Record and facilitate online education and live webinars, as requested
- Provide education and technical assistance at IAFN's annual conference, as requested
- Work with Education Director to ensure that all necessary ANCC continuing education documentation is completed for educational offerings

Other Duties (10%)

- Attend necessary trainings, as required
- Work collaboratively with other IAFN staff, as necessary
- Meet regularly (or as requested) with supervisors and seek approvals, when necessary
- Serve on internal and/or external committees, advisory groups, roundtables, task forces, etc. to represent IAFN, as needed
- Other duties as assigned

Please Note: The above job description contains the primary responsibilities and duties of this position. However, in an ever-evolving organization such as IAFN, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and travel that are reasonably allocated to them, but which are not part of their regular job description.

Required Travel

Regular travel is required to support project deliverables and organizational needs, including required travel to IAFN's annual conference and annual staff retreat. This position requires 8-15% travel on average, depending on a number variables.

Required Experience and Core Competencies

- Minimum of 5 years of *clinical* forensic nursing experience required
- Active, unencumbered nursing license required
- SANE-A and SANE-P Certification preferred
- Proven experience in project implementation and management
- Experience developing and providing training, technical assistance educational content in a variety of platforms (live, virtual, enduring)

- Experience developing technical guidance documents preferred
- Program management or leadership experience in a clinical setting preferred
- Experience developing needs assessments, drafting action plans, assessing sustainability and evaluating program impact strongly preferred
- Experience with writing, implementing, and reporting on federal grants preferred
- Highly organized with the ability to respond to shifting priorities under deadlines; holds a high bar, even when things are hectic
- Experience working with various software platforms and ability to learn new technology and systems quickly

Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point – we suggest, please apply anyway. We don't believe in a "perfect" candidate, so if you believe this is a role that you'll be excited to work in every day and you are passionate about providing exceptional support to other forensic nurses please apply.

We strongly encourage survivors of violence, women, people living with a disability and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other underrepresented and/or institutionally oppressed communities to apply.

IAFN is an equal opportunity employer. IAFN prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetic information