



**Position:** Forensic Nursing Specialist, OVW SAFETa

**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 describe what you see as one important emerging issue within the field of forensic nursing that IAFN should address through its work. Please submit one brief professional training sample that you authored/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](mailto:HR@forensicnurses.org).

## Position Overview

The Forensic Nursing Specialist (FNS) is responsible for development and delivery of training and technical assistance (TTA) for the Sexual Assault Forensic Examiner Technical Assistance (SAFEta) Project funded by the US Department of Justice Office on Violence Against Women (OVW). The FNS will provide TTA for OVW's *National Protocol for Intimate Partner Violence Medical Forensic Examinations*, the *National Protocol for Sexual Assault Medical Forensic Examinations Adult/Adolescent 2nd Edition*, the *National Protocol for Sexual Abuse Medical Forensic Examinations: Pediatric*, the *National Best Practices for Sexual Assault Kits: a Multidisciplinary Approach* and the *National SAFE Training Standards 2nd Edition*. The FNS applies subject matter expertise in forensic nursing to inform and guide this work, which includes facilitation of one-on-one support, in-person educational offerings and online training. To inform our approach to TTA and 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 the TTA provided to our partners.

The ideal candidate is a seasoned forensic nurse who has experience providing care patients who have experienced intimate partner and sexual violence victims in a clinical setting as well as experience managing federal grants. We are looking for someone who is able to synthesize complex topics into engaging learning content rooted in adult learning principles. 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](http://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 (15%)**

- Serve as a point of contact for IAFN's OVW Grants Officer on the SAFETA grant
- Understand all special conditions listed in Grant Award Documents and support compliance for these conditions
- Submit all semi-annual progress reports
- Facilitate OVW, 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

### **Development and Provision of Training and Technical Assistance (75%)**

- 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 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 interpersonal 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, 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 12-15% 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 required
- Experience developing and providing training, technical assistance educational content in a variety of platforms (live, virtual, enduring)
- Subject matter expertise in gender-based violence and multidisciplinary, community-based responses strongly preferred
- Experience developing technical guidance documents preferred
- Program management or leadership experience 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.