



CHILDREN'S ADVOCACY CENTER OF SMITH COUNTY

MFHE DIRECTOR

REPORT TO: CHIEF PROGRAM OFFICER

COMPENSATION: COMMENSURATE WITH EXPERIENCE

EXEMPT STATUS: EXEMPT

COMMITMENT TYPE: FULL TIME

BASE OF OPERATIONS: TYLER, TEXAS

SUMMARY:

Children's Advocacy Center of Smith County (CACSC) provides comprehensive services to child victims of abuse and their non-offending caregivers in conjunction with a multi-disciplinary team (MDT) made up of Law Enforcement, Child Protective Investigators, and the District Attorney's office. Working within this team environment, the MFHE Director will provide timely, non-judgmental, compassionate care to the sexual and physical assault victims. This will include a forensic exam, photographic documentation, referrals for appropriate medical and psychological follow-up, support, and participation in legal proceedings. The MFHE Director is expected to follow CACSC protocols established by the Chief Program Officer and/or Medical Director.

ESSENTIAL FUNCTIONS:

- Accurately performs and documents Medical Forensic Health Exams and well-child exams
- Perform a complete physical and forensic evidence collection examination including head to toe assessment, detailed ano-genital examination, documentation, including photography and assess for mandatory reporting status, reporting when appropriate
- Document detailed injuries accurately with support of photographic evidence
- Coordinate care by all agencies involved in assisting the sexual assault patient and coordinate referral for appropriate medical and psychological follow-up as needed
- Maintain chain of custody for each sexual assault exam and adhere to evidence protocols
- Maintain professional standards that do not create conflicts of interest with employment or patient's care, including patient and medical record confidentiality
- Provide testimony as fact witness to any and all cases performed while with MFHE and coordinate with attorneys during judicial process
- Maintain competency by maintaining active performance of cases with no greater than a six month lapse
- Participate in quality assurance chart and photograph review process as determined by MFHE program
- Maintain equipment in proper working condition and exercise fiscal responsibility of resources
- Adhere to all administrative, clinical, and employment policies and procedures on file with the MFHE program
- Participate in professional development as determined by the MFHE program, including staff meetings, conferences, and in-services
- Debrief as needed to maintain emotional and physical wellness
- Maintain open communication with management of MFHE program on a regular basis
- Provide education to MDT members as needed to support clients
- Provide education to community members on the benefits of medical services for abused children
- Conduct education classes for nursing and other health programs at Tyler Junior College, University of Texas at Tyler, and other colleges and universities as it relates to the MFHE program and the importance of understanding, recognizing, and reporting abuse
- Maintain positive professional relationships with all center staff, volunteers, interns, and MDT members

JOB REQUIREMENTS AND QUALIFICATIONS:

EDUCATION:

- Master's or Doctoral degree in Nursing from an accredited program

TRAINING (LICENSES AND CERTIFICATIONS):

- Current licensure as a Nurse Practitioner (NP) in the State of Texas
- Maintain malpractice insurance (minimum of \$100,000/\$300,00)
- Complete and receive certification in the Texas OAG MFHE training
- Complete the initial and on-going preceptor requirements as identified by the MFHE program
- Current Basic Life Support (BLS)

EXPERIENCE:

- Prior relevant experience with abused children preferred or desire to work in child-abuse related organization
- Prior work with Child Protective Investigators, Law enforcement or District Attorneys
- Experience handling sensitive and confidential information about child abuse victims with partner agency personnel the supervisory and front-line levels

KNOWLEDGE REQUIREMENTS:

- High level of written and oral communication skills, organizational skills, computer skills, and collaborative capabilities
- Proficiency with Microsoft, Word, Excel, Access, and Outlook

INTELLECTUAL AND PHYSICAL REQUIREMENTS:

- Individual should possess tact, good judgment, flexibility, and the ability to work as a team member with individuals from a variety of disciplines
- Ability to work well under pressure, multi-task and balance various requirements noted above and respond quickly to challenges
- Bending, stooping, reaching, and other movements required in dealing with children. Lifting of office materials (up to 20 lbs.)

OTHER INFORMATION:

- Two to three days of travel may occasionally be required for educational or business purposes
- Position requires on-call work
- The CACSC Code of Conduct was developed to reflect our commitment to conducting our operations according to the highest standards of integrity, ethics, safety, and professionalism. All employees are expected to adhere to the highest standards of personal conduct, integrity, ethical behavior, and professionalism
- Employment is dependent upon successful completion and clearance of background checks with the Department of Family and Protective Services (DFPS), Criminal History, National Sex Offenders Public Website, and E-Verify. In addition, if applicants have lived out of the State of Texas within the past five years, they must clear an out of state check and clearance

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

If you are interested and meet the requirements for this position, please send a cover letter and resume to ttanner@cacsmithcounty.org