# mSART Program Coordinator

Organization: Healing To You
Program: Mobile Sexual Assault Response Team (mSART)
Location: Los Angeles County, California, including mobile service locations
Annual Salary: $80,000 - $90,000
Schedule: Full-time, 36 hours per week
Bilingual English/Spanish required

Position Summary
Healing To You seeks a skilled forensic medical examiner (SANE-A) to serve as SART Program Coordinator for its Mobile Sexual Assault Response Team. This position combines direct patient care with coordination of the multidisciplinary partnerships that support the program.

The Coordinator will conduct sexual assault medical forensic examinations and provide trauma-informed healthcare to survivors. The Coordinator will also lead day-to-day program implementation, facilitate communication among partner agencies, coordinate training and meetings, monitor project activities, and support data collection and quality improvement.

Working closely with the Project Director, Medical Director, clinical team, rape crisis centers, law enforcement, the Los Angeles District Attorney's Office, and other partners, the Coordinator will help build a collaborative response that increases access to compassionate, survivor-centered care.

Essential Responsibilities

Medical Forensic Care

- Conduct sexual assault medical forensic examinations for adult and adolescent patients, and pediatric patients when appropriately trained and authorized.
- Explain examination procedures, healthcare options, forensic evidence collection, advocacy, and available reporting options in a way that supports informed decision-making.
- Obtain informed consent throughout the examination and respect the survivor's right to accept, decline, or stop any part of the process.
- Assess and document medical history, injuries, and other relevant findings using approved clinical and forensic protocols.

- Collect, document, preserve, and transfer forensic evidence in accordance with applicable procedures and chain-of-custody requirements.
- Coordinate with the survivor's advocate and other involved providers while protecting confidentiality and respecting the survivor's choices.
- Provide or coordinate indicated medical care, referrals, discharge planning, and follow-up within the provider's scope of practice.
- Participate in clinical consultation, peer review, and quality assurance with the Medical Director and forensic examiner team.
- Maintain accurate, timely, and confidential medical and forensic documentation.
- Provide testimony regarding examinations and findings when required.

SART Program Coordination

- Coordinate daily mSART operations, including mobile deployment schedules, referrals, staffing communication, and coordination with participating agencies.
- Serve as a central point of communication for the mSART team and its multidisciplinary partners.
- Maintain collaborative relationships with rape crisis centers, victim advocates, healthcare providers, law enforcement, crime laboratories, prosecutors, and other community partners.
- Support access to medical forensic care for survivors with different needs and reporting preferences, including those who choose not to report to law enforcement.
- Identify operational barriers and work with the Project Director, Medical Director, and partners to improve access and coordination.
- Promote a survivor-centered, trauma-informed, culturally responsive approach across all aspects of the program.
- Represent the program in relevant community meetings and multidisciplinary initiatives.

Team Leadership and Meetings

- Plan and facilitate mSART meetings, or support a designated chairperson or facilitator.
- Prepare meeting agendas in collaboration with team leadership and maintain meeting minutes, action items, contact lists, and other team records.
- Encourage meaningful participation and communication among member agencies and ensure that each partner's perspective is respected.
- Coordinate orientation for new team members and participating agencies.

- Attend relevant SART and subcommittee meetings and follow up on assigned activities.
- Share information about local resources, survivor needs, emerging practices, and opportunities to strengthen the multidisciplinary response.
- Work with team leadership to identify shared goals, address challenges, and support progress toward systems improvement and program sustainability.

Training and Quality Improvement

- Assess training needs and coordinate educational opportunities for mSART staff and multidisciplinary partners.
- Identify and arrange appropriate local, state, and national training and technical assistance resources.
- Promote ongoing learning related to medical forensic care, trauma-informed practice, cultural responsiveness, and multidisciplinary collaboration.
- Assist with the development, implementation, and review of clinical and operational protocols.
- Coordinate quality improvement activities and support evaluation of the program's services and partnerships.
- Identify gaps in services or procedures and work with the team to develop practical solutions.

Project Administration and Reporting

- Track project activities, timelines, milestones, and required deliverables.
- Maintain organized program records and oversee the completion of required project documentation.
- Support accurate data collection and reporting while protecting patient confidentiality.
- Work with the contracted Medical Forensic Systems Analytics and Data Integration Contractor to support data collection, evaluation, and implementation of project objectives.
- Prepare or contribute to grant reports, program updates, and other required reports.
- Assist the Project Director with budget planning, monitoring program expenses, and identifying resources needed for implementation.
- Participate in planning for the long-term sustainability of the mSART program.

Required Qualifications

- Current, active California license as a registered nurse or nurse practitioner, as appropriate to the clinical responsibilities assigned.
- Must maintain individual professional liability (malpractice) insurance covering assigned clinical and forensic services throughout employment.
- Certification as a Sexual Assault Nurse Examiner, SANE-A.
- Experience conducting sexual assault medical forensic examinations and collecting and documenting forensic evidence.
- Knowledge of trauma-informed care, survivor-centered practice, informed consent, confidentiality, and chain of custody.
- Experience working with adult and pediatric sexual assault survivors and collaborating with advocates and multidisciplinary partners.
- Experience with pediatric medical forensic examinations.
- Strong organizational, communication, documentation, and meeting facilitation skills.
- Ability to manage clinical responsibilities alongside program coordination, timelines, and reporting requirements.
- Ability to travel to mobile clinic and partner locations throughout Los Angeles County.
- Ability to communicate fluently in English and Spanish, including explaining medical forensic examination procedures, obtaining informed consent, and discussing healthcare and follow-up options with patients.

Preferred Qualifications

- Experience coordinating a SART, forensic examination program, or multidisciplinary healthcare initiative.
- Familiarity with Los Angeles County sexual assault response systems and community resources.
- Experience with grant-funded programs, data collection, evaluation, or quality improvement.

Work Environment

This position works across mobile healthcare locations, community partner sites, meetings, and administrative settings. The schedule may require flexibility to respond to program needs and coordinate with multidisciplinary partners. The Coordinator may be exposed to sensitive and potentially distressing information and will be supported through clinical consultation, peer review, and supervision. Physical Requirements: Ability to enter and exit the mobile clinic using stairs and move safely within the clinic to perform essential job duties, with or without reasonable accommodation.