

AMANI CENTER JOB DESCRIPTION: Medical Examiner

Job Title: Child Abuse Medical Examiner

Reports to: Amani Center Executive Director

Salary: \$ 40.00 – \$44 per hour

Hours / FTE: Flexible days; .15 - .50 FTE (6 to 20 hours per week)

Qualifications/Education/Experience: P.N.P, F.N.P. or MD with at least one year clinical experience examining and treating pediatric patients; specialty training in child abuse preferred; must be licensed medical provider for the State of Oregon; ability to work in a crisis-oriented environment; strong interpersonal and communication skills in working with pediatric patients of all ages and adults in crisis.

Job Conditions: Medical office setting; fluctuations from sedentary to limited physical demands such as lifting of small children; constant auditory stimuli; works indoors in areas which may vary in size and temperature.

Job Summary: Provides medical evaluations to alleged victims of child abuse and/or domestic violence; may act as a trainer/consultant both at Amani Center and within the community; provides quality and professional care based on scope of practice and guided by practice protocols and standards established by Amani Center; functions in collaborative relationships with Center staff and Columbia County Multi-disciplinary Team; follows all Amani Center policies and procedures; works as part of a Forensic Team in implementing assessments; strives to ensure that alleged child victims and non-offending caregivers are provided quality services with compassion and sensitivity; effectively uses resources and time; operates within Center budget; maintains client confidentiality whenever possible.

Core Accountabilities:

1) **TEAMWORK: Cooperation, adaptability, flexibility, communication, dependability, supports team goals.**

- a) Works collaboratively with all Amani Center staff.
- b) Establishes and maintains open communication to enhance team effort.
- c) Demonstrates flexibility in response to unexpected changes in work volume, emergencies, staffing and scheduling.
- d) Fulfills work schedule and commitments.
- e) Looks for opportunities to assist co-workers.

- 2) **RESPECT AND CARING: Compassion, client relations, professional behavior, confidentiality, valuing diversity.**
 - a) Uses interpersonal skills which convey a positive and supportive attitude.
 - b) Uses discretion in discussions related to staffing or personal concerns.
 - c) Gives constructive feedback in a non-blaming, positive and confidential manner.
 - d) Makes continuous effort to identify opportunities to meet/exceed client needs and expectations.
 - e) Demonstrates commitment to understanding and valuing individual differences and fosters an environment of acceptance, fairness and mutual respect.

- 3) **EFFECTIVE USE OF RESOURCES: Effective use of time, people, supplies, safe and attentive work practices.**
 - a) Works in a safe manner.
 - b) Maintains a safe and clean work environment.
 - c) Promotes cost effectiveness through the proper use and conservation of supplies and equipment.
 - d) Identifies cost saving measures.
 - e) Reports needed repairs or potential hazards to the appropriate department as soon as identified.
 - f) Reports all on-the-job injuries and seeks medical attention as appropriate.

- 4) **INITIATIVE: Self-motivation, takes on project willingly, acts on opportunities to improve, and contributes new ideas.**
 - a) Takes the initiative to identify and solve problems.
 - b) Supports improvement and innovation in the workplace.
 - c) Promotes professional development and contributes to the professional growth of others.

General Accountabilities and Essential Functions:

- 1) **Medical evaluations of children for suspected abuse and neglect.**
 - a) Takes appropriate histories, performs physical examinations, takes photographs of physical findings, performs colposcopic evaluations, and as indicated, orders lab tests and imaging studies, and obtains cultures.
 - b) Performs overall health screenings with referral and follow-up to appropriate providers.
 - c) Follow Oregon Medical Guidelines.
 - d) Perform Karly Law Designated Medical Provider (DMP) exams and reviews as needed per Amani Center and Multi-Disciplinary Team (MDT) protocol and HB 3328.
 - e) Tailor evaluation process to meet the age and developmental needs of the child and family.
 - f) Incorporate child and parent education into the assessment process.

2) Legally acceptable reports of evaluations.

- a) Writes, reviews and signs, in a timely manner, detailed, legally acceptable reports of medical evaluations.
- b) Reviews and corrects reports to ensure accuracy.
- c) Includes diagnostic finding and treatment recommendations.

3) Assessments for suspected abuse.

- a) Works in cooperation with other professionals, both at the Amani Center and in the community, in providing assessments for suspected abuse.
- b) Makes all appropriate contacts with outside agency personnel either by phone or in person at the time of the appointment to ensure understanding of relevant historic information and appropriate planning for the evaluation process.
- c) Debriefs in a timely manner at the time of appointment with agency personnel to develop cooperative plan for follow-up on assessment and treatment.
- d) Participates in the MDT as available.

4) Provision of quality services.

- a) To participate in supervision, peer review, telemedicine and quality assurance exercises at Amani Center as needed.
- b) To participate in quarterly peer review and trainings at Amani Center's Regional Service Provider, CARES NW.
- c) To request peer review on cases which pose diagnostic problems.

5) Telephone consultations to professionals in the community and state on medical aspects of suspected abuse.

- a) Respond to telephone calls from other professionals requesting information regarding specific cases of alleged abuse or to provide expertise on general abuse concerns, and documents these calls according to Amani Center standards.
- b) Assists intake specialist, through telephonic consultation, to appropriately triage cases of alleged abuse.

6) Promotion of community awareness of child abuse issues through educational programs.

- a) Trains other professionals regarding medical evaluations of alleged child abuse victims as needed and agreed upon by the examiner.
- b) Develops educational materials for clients and professionals.

7) Expert testimony when subpoenaed to depositions or trials on cases evaluated at The Amani Center.

- a) Integrates current research into court testimony and is available as a resource for other staff preparing for court.
- b) Makes appropriate arrangements for court testimony.

8) Continuing education for child abuse examiners.

- a) Attends professional training for child abuse examiners and reads relevant literature.
- b) Takes initiative to research and share new information on this specialty.
- c) Attends trainings and fully utilizes available consultations.
- d) Seeks input from others on own work.

The above accountabilities represent work performed by this position and are not all-inclusive. The omission of a specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.

The Amani Center does not offer tenured or guaranteed employment. Either the Amani Center or the employee can terminate the employment relationship at any time, with or without cause, with or without notice.

This at-will employment relationship exists regardless of any other written statements or policies contained in this Job Description, Amani Center Employee Handbook or any other Amani Center documents or any verbal statement to the contrary.