



COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH Nursing Administration – Quality Improvement/Informatics Unit (QI/IU)

VACANCY ANNOUNCEMENT

ASSISTANT NURSING DIRECTOR, ADMINISTRATION (ANDA)

Position information: Nursing Administration is recruiting one ANDA. Under the direction of the DPH Nursing Director, the ANDA will manage nursing and support staff in the QI/IU with the development of computer applications for disease surveillance, and will assist in the launch of the electronic health record system (ORCHID), ongoing support of the contact investigation and case management application (CMaP), and support of adoption of a single shared disease surveillance system. The ANDA also leads unit and organizational-wide performance improvement efforts by engaging internal and external stakeholders in continuous quality improvement activities.

Essential Job Functions

- Oversees the overall work of subordinate nurse manager and other employees to develop and meet Unit/Division goals and objectives
- Directs activities related to quality assurance, performance improvement, and training activities to support DPH programs and services
- Works closely with internal and external stakeholders to promote the health and well-being of clients through the implementation, maintenance and improvement of computer applications for disease surveillance and electronic records
- Participates in the development of program goals and performance measures, and evaluates program and workforce effectiveness
- Represents the program in meetings with senior personnel, community and professional groups, policymakers, and other program stakeholder

Requirements

Must currently be a permanent Los Angeles County employee who holds the payroll title of Assistant Nursing Director, Administration for lateral transfer, or reachable on an Assistant Nursing Director, Administration eligible list.

License:

- A current active license to practice as a Registered Nurse and a Public Health Nurse certificate issued by the California Board of Registered Nursing
- A current certification in accordance with the American Heart Association's Basic Life Support (BLS) for Healthcare Providers (CPR & AED) Program
- A valid California Class C Driver's License or the ability to utilize an alternative method of transportation

DESIRABLE QUALIFICATIONS:

- A Master's degree in Public Health, Health Administration, or Nursing Administration from an accredited college or university
- 5 years of highly responsible and complex administrative and management responsibilities
- Excellent oral and written communication skills, with ability to communicate effectively with a range of stakeholders from professional staff to community partners
- Experience in facilitating and implementing quality improvement processes and programs
- Strong computer skills with working knowledge of Microsoft Word, Power Point, Excel and Outlook

Interested applicants are invited to submit a cover letter, a resume, copies of the last two (2) performance evaluations, copies of attendance record for the last 24 months, and any additional information the candidate wishes taken into consideration. All materials submitted will be evaluated.

Interested candidates should submit documents via email to:

Ellen Belen
Nursing Administration
241 N Figueroa St., Room # 347
Los Angeles, CA 90012
Phone: 213-240-7725
Email: ebelen@ph.lacounty.gov

ONLY THE MOST QUALIFIED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW

This position will be filled as qualified candidates are interviewed

THIS IS NOT AN OFFICAL EXAMINATION BULLETIN