

**Division of HIV and STD Programs
Office of the Medical Director
Vacancy Announcement**

NURSE MANAGER

600 S. Commonwealth Avenue, 10th Floor, Los Angeles, CA 90005

The Division of HIV and STD Programs (DHSP) is seeking a Nurse Manager to become part of our team and manage the Quality Management section in the Office of the Medical Director (OMD). The Quality Management Section is comprised of Quality Assurance (QA), Training and Certifications (T&C) unit, and Performance Improvement (PI) units, which work together and with other parts of DHSP to ensure high quality HIV/STD programs and services that are consistent with public health service guidelines. The Nurse Manager works with unit leads to facilitate the day-to-day operation of these units including planning, organizing, leading, controlling all aspects of work and managing changing priorities. DHSP is a large public health division within the Department of Public Health with an annual operating budget of \$100 million and over 310 staff positions, and is responsible for coordinating the County's overall response to the local HIV and STD epidemics.

Position Information

The key duties and responsibilities of the Nurse Manager include, but are not limited to the following: 1) executes and maintains DHSP's quality assurance program for provider competency testing on HIV and STD testing and HIV biomedical prevention interventions (e.g., HIV post-exposure prophylaxis); 2) plans and implements data collection, analysis and reporting related to performance-based contract monitoring for HIV/STD services and departmental performance measures; 3) oversees the delivery of high quality capacity building trainings for HIV/STD service providers under contract with DHSP as well as internal DHSP and DPH training needs; 4) oversees and coordinates the quality review and approval of HIV/STD health education and program materials; and 5) provides assistance to the Assistant Nursing Director, Administration in facilitating performance improvement projects for the Division. The Nurse Manager will also assist in other tasks and special projects that help achieve DHSP's strategic goals and public health improvement objectives as determined by the Medical Director.

Minimum Requirements

- A valid CA Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions
- Currently on a Nurse Manager certification list or interested in a lateral transfer
- Current & active RN License and PHN Certificate issued by the State of California BRN

Desirable Qualifications

- Demonstrated leadership experience
- Excellent interpersonal and collaboration skills and ability to lead and inspire a team to high performance levels
- Strong organizational, time management, and supervisory skills
- Excellent written and oral 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
- Ability to evaluate performance

Interested applicants must submit a resume with a cover letter, 2012 and 2013 time records and last two (2) performance evaluations to:

Office of the Medical Director

Attn: Monica Celiz

Email: mceliz@ph.lacounty.gov

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN

Interviewing is open until the position is filled.