

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

ASSISTANT NURSING DIRECTOR, ADMINISTRATION (AND, A)
600 S. Commonwealth Avenue, 10th Floor, Los Angeles, CA 90005

The Division of HIV and STD Programs (DHSP) is seeking an AND, A to become part of our diverse team and oversee the Clinical and Quality Management Unit. Under the direction of the DHSP Medical Director, the AND, A is responsible for developing policy and applying clinical and administrative procedures to ensure the provision of high quality HIV & STD programs and services that are consistent with medical standards of care, public health service guidelines, and local, State and federal requirements. The AND, A also leads organizational-wide performance improvement efforts by engaging the Division in continuous quality improvement activities. 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 AND, A include, but are not limited to the following: 1) oversees the Clinical Guidance and Nursing Unit including clinical consultations and management of high priority STD cases, implementation of protocols for field delivered therapy, STD reporting and case finding, and coordination of STD/HIV patient care with DPH district PHNs; 2) oversees the Quality Management Section which is responsible for quality assurance, performance improvement, and training activities to support DHSP programs and services; 3) directs the implementation of data collection, analysis and reporting of performance-based contract monitoring data for HIV/STD services and DPH performance measures; 4) directs 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; 5) oversees the quality review and approval of HIV/STD health education and program materials; and 6) leads efforts to improve organizational performance by engaging the Division in continuous and ongoing efforts to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in HIV and STD services or processes. The AND, A 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 an Assistant Nursing Director, Administration 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
- Strong computer skills with working knowledge of Microsoft Word, Power Point, Excel and Outlook

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.