

**Quality Improvement Division/Nursing Administration
Nursing Informatics Unit
Vacancy Announcement**

Public Health Nurse (PHN)

241 N. Figueroa Street
Los Angeles, CA 90012

Unit Description:

The Nursing Informatics Unit goal is to improve the quality of nursing practice through optimizing information management throughout the Department of Public Health. The emphasis at this time is with the nurses and district staff that work for Community Health Services and the programs that are involved in disease investigation.

Minimum Requirements:

- Valid CA RN License
- PHN Certificate
- Driver's License
- Currently on a Public Health Nurse certification list or interested in a lateral transfer

Desirable Qualifications:

- CHS District Public Health Nursing experience
- Strong written and verbal communication skills
- Excellent interpersonal, organizational, and time-management skills
- Ability to work independently with minimal supervision
- Ability to Conduct Information Technology trainings
- Knowledge of computer systems
- Proficient using Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher, Visio)

Persons interested should submit the following via email:

- Resume with cover letter describing interest and qualifications
- Copy of Last two (2) Performance Evaluations
- 2011 and 2012 Attendance Records

Attention:

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