



**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CHILDREN'S MEDICAL SERVICES**

**CHILD WELFARE PUBLIC HEALTH NURSING
HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE (HCPCFC)
ADMINISTRATIVE OVERSIGHT PROGRAM**

VACANCY ANNOUNCEMENT

[NURSE MANAGER \(NM\)](#)

VACANCY LOCATION:

9320 Telstar Ave
El Monte, CA 91731

EXAMPLE OF DUTIES:

The Health Care Program for Children in Foster Care (HCPCFC) is a public health nursing program working in partnership with the Department of Children and Family Services to provide public health nurse (PHN) expertise in meeting the medical, dental, mental and developmental needs of children and youth in out of home placement. PHNs are consulted by Children's Social Workers (CSW) and collaborate with them to promote access to comprehensive preventive health and specialty services by children and youth in foster care.

The HCPCFC Nurse Manager (NM):

- Provides HCPCFC programmatic direction and oversight through supervision of public health nursing supervisors, PHNs and clerical support staff co-located at the various Department of Children and Family Services regional offices.
- Provides leadership, technical and administrative guidance to nursing supervisors and PHNs in the areas of clinical practice, policies & procedures, staffing, education and training, program data management and continuous quality improvement.
- Ensures that staff deliver high quality consultations and care coordination services to foster care children, youth and their families. Monitors and evaluates the effectiveness of public health nursing practices and interventions, providing guidance and support as needed.
- Conducts regular 1:1 meeting with each supervisor and meetings with all supervisors to discuss team performance, share updates, address challenges and issues. Participates in administrative meetings and chairs/co-chairs CWPHN established committees. Represents the management team and CWPHN/CMS in meetings and committees at the local and State levels.
- Fosters a supportive and collaborative work environment that encourages professional development, teamwork, and boosts morale.
- Ensures compliance with State and federal regulations including those related to HCPCFC performance measures data reporting requirements.
- Investigates quality of care concerns and conducts regular audits and evaluations to assess program effectiveness and identify areas for improvement.
- Plans, develops, implements and evaluates training to enhance nursing practice and competencies.
- Prepares work assignments, schedule(s) vacations, and other request(s). Completes performance evaluations and handles staff grievances timely.
- Collaborates with multidisciplinary teams at the local, state and national levels to coordinate care for clients, foster communication and share best practices.
- Advocate for the health care needs of children and youth in foster care ensuring that their needs are met through appropriate services and supports.

DESIRABLE QUALIFICATIONS:

- Pediatric experience.
- Public Health Nursing field experience.
- Prior supervision and/or program development experience in Public Health
- Experience in overseeing the collection and analysis of data related to program performance measures, performance metrics, program dashboards and quality indicators.
- Routinely uses analytical tools including Excel pivot table/sliders, and other applications like Power BI.
- Experience in administration and use of large client level databases, and data capturing applications such as FUSION and REDCap.

MINIMUM REQUIREMENTS:

- A current active license to practice as a Registered Nurse and Public Health Nurse certificate issued by the California Board of Registered Nursing -AND-
- A bachelor's degree in nursing or closely related health field from an accredited program.
- Two years of experience as a registered nurse providing technical and administrative supervision to registered nurses and other nursing staff in the provision of nursing care or services. Experience must have been gained within those last five years.
- A master's degree in nursing administration from an accredited program may be substituted for one year of experience. -AND-
- Current certification in accordance with the American Heart Association's Basic Life Support (BLS) for Healthcare Providers (CPR & AED) Program.

Applications are accepted until the position is filled. Interested individuals should submit a cover letter, resume, and last two (2) Performance Evaluations via E- mail to:

Children's Medical Services - HCPCFC
Child Welfare Public Health Nursing Program – Foster Care
Contact: Tracy Carter @ 626-569-6505
9320 Telstar Ave., Suite 233 El Monte, CA 91731
Email: cwphnrecruitment@ph.lacounty.gov

**This position will be filled as qualified candidates are interviewed.
Only the most qualified applicants will be called for interview**