



BUREAU OF DISEASE CONTROL DPH NURSING ADMINISTRATION

Vacancy Announcement **NURSE MANAGER**

241 N. Figueroa Street, Room 347, Los Angeles, CA 90012

Position Information:

The Los Angeles County Department of Public Health (DPH), Nursing Administration is recruiting a Nurse Manager to become part of our team. Under the direction of the Nursing Director, the Nurse Manager will assist in improving the policies, practice and quality standards of all Licensed Clinical Professionals.

Duties may include, but are not limited to:

- Assigns, directs and reviews the work of subordinate supervisors and/or other nursing personnel and support staff.
- Oversees and coordinates the development of professional policies and practice standards.
- Participates in developing, implementing, and monitoring policies and procedures which support departmental and programmatic goals.
- Collaborates with DPH Human Resources on issues such as discipline, return to work, Family Medical Leave Act, Industrial Accidents and grievances.
- Applies knowledge of information systems to support the deployment and improvement of ORCHID, Cmap and IRIS.
- Participates in public health emergency preparedness and response as needed.

Minimum Requirements:

- Must be a County of Los Angeles employee who holds the payroll title of Nurse Manager or be reachable on a Nurse Manager certification list.
- Current & active RN License and PHN Certificate issued by the State of California BRN.
- Current Basic Life Support (BLS) for Healthcare Providers (CPR & AED) certification from the American Heart Association.

Desirable Qualifications:

- Demonstrated leadership skills.
- Exceptional analytical, critical reasoning and problem-solving skills.
- Excellent written and oral communication skills, with ability to communicate effectively with a range of stakeholders.
- Excellent interpersonal, customer service and collaboration skills.
- Strong organizational skills with the ability to perform multiple tasks and establish priorities.
- Experience in facilitating and implementing quality improvement processes and programs.
- Excellent computer skills (e.g. MS Word, Access, Power Point, Excel).

Interested candidates are invited to submit a cover letter, resume, last two Performance Evaluations, time records for the last 24 months, and any additional information the candidate wishes taken into consideration by **Wednesday, June 13, 2018** to:

Ellen Belen
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THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
Only the most qualified applicants will be called for an interview