



**Service Planning Area (SPA) 8 – South Bay  
Curtis Tucker Health Center**

**Vacancy Announcement**

**NURSE MANAGER**

123 W. Manchester Blvd, Inglewood, CA 90301

The Los Angeles County Department of Public Health SPA 8, is recruiting to fill one (1) Nurse Manager position. Under the direction of the Area Health Officer, the Nurse Manager develops and directs the planning, implementation, and evaluation/improvement of public health nursing and public health clinical services to promote the well-being of the community to prevent disease, disability and premature death within SPA 8.

**Essential Job Functions**

- Oversees and manages SPA 8 services including the planning, development, implementation and evaluation/improvement of public health nursing and clinical services.
- Assigns, directs and reviews the work of subordinate supervisors and/or other nursing personnel and support staff.
- Plans, selects, and devises nursing operations, work methods, procedures, work flow and standards for quality and quantity of work, including staffing standards.
- Participates in formulating, implementing and evaluating business plans/strategies and new models of service delivery for public health nursing and clinical services.
- Participates in developing, implementing, and monitoring policies and procedures which support departmental and programmatic goals.
- Collaborates with community organizations and groups to facilitate participation of programs and services within SPA 8.
- Assists the Area Health Officer with programmatic responsibilities and special projects that help achieve SPA 8 strategic goals and public health improvement objectives.
- Collaborates with DPH Human Resources on issues such as discipline, return to work, Family Medical Leave Act (FMLA), Industrial Accidents (IA) and grievances.
- 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 for lateral transfer, 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.
- Minimum of 2 years' experience in District Public Health Nursing.
- Exceptional analytic and 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).

All interested employees who currently hold the payroll title of **Nurse Manager** are invited to submit a cover letter, resume, time records, last two Performance Evaluations, and any additional information the candidate wishes taken into consideration by **Friday, September 8, 2017** to:

**Raquel Ramirez**

**Email:** [raqramirez@ph.lacounty.gov](mailto:raqramirez@ph.lacounty.gov)

**Phone:** (562) 464-5478

***THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN***

**Interviewing is open until the position is filled.**