



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

CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM **VACANCY ANNOUNCEMENT**

PUBLIC HEALTH NURSE (PHN)

POSITION INFORMATION:

CHDP Program, is seeking a highly motivated individual to fill the position of PHN that will be assigned to the East Regional Office. The work location is at 9320 Telstar Ave., Suite 226, El Monte, CA 91731.

EXAMPLE OF DUTIES:

- Develops specialized CHDP provider trainings, in collaboration with CHDP Nursing Unit.
- Set measurable learning goals and objectives.
- Plan, develop, and implement the use of evaluation tools to measure the effectiveness of training efforts and modify training content and/or methodology as indicated.
- Serves as the Chair of CHDP Nursing Unit Education committees and projects, as applicable.
- Participates in activities/committees to enhance professional expertise.
- Participates in curriculum development and course content.
- Researches curriculum development, course content, and learning findings, and report findings to colleagues.
- Collaborates with CHDP Health Education Unit for CHDP outreach and training activities.
- Represents the Los Angeles CHDP program by participating in community and statewide committees and meetings, providing nursing expertise to enhance collaboration and assist in the development of educational programs, and CHDP policies/procedures.
- Networks and collaborates with other health professionals, community agencies, local CHDP programs, and other county programs to coordinate health care services for CHDP clients.
- Assists with care coordination and referrals by reviewing and monitoring client related health documents to ensure that the services rendered by a CHDP provider are comprehensive per the American Academy of Pediatrics (AAP) guidelines.
- Assists with quality assurance facility and medical record reviews to assure compliance with CHDP program policies and standards and initiates corrective action plans and/or other recommendations, as needed.
- Conducts provider in-service trainings to educate staff to program policies and mandated requirements.

DESIRABLE QUALIFICATIONS:

- Pediatric and/or public health field nursing experience.
- Interest in improving access to quality health examinations for children and youth.
- Strong verbal and written communication skills.
- Excellent interpersonal and collaboration skills.
- Highly organized, ability to perform multiple tasks, establish priorities and meet deadlines.
- Ability to work independently, reliable and dependable.
- Proficiency in Microsoft Office and Software/Hardware.
- Master's level Public Health training from an accredited institution preferred (MSN or MPH).

MINIMUM REQUIREMENTS:

- A license to practice as a Registered Nurse and a Public Health Nurse Certificate issued by the California Board of Registered Nursing and a valid California Class C Driver License
- Must currently hold the payroll title of a PHN or on a reachable PHN list

Interested individuals should submit a cover letter, resume, last two (2) Performance Evaluations and Time Records for the last two (2) years via e-mail to:

Attention: Tracy Carter, STC, Child Health and Disability Prevention Program
9320 Telstar Ave, Suite 226, El Monte, CA 91731 Phone (626) 569-3775
Email: tcarter@ph.lacounty.gov

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