

## VACANCY ANNOUNCEMENT Public Health Nurse - (PHN)

**Employee Health Services  
241 N. Figueroa Street, Room 266  
Los Angeles, CA 90012**

The PHN position for Employee Health Services is vital to protect the health, safety, and well-being of Department of Public Health (DPH) workforce members through compliance with federal, state, and local regulations. This position is responsible for the management of the DPH employee health assessment process and services: provide phlebotomy services; administer TSTs, immunizations and medications as ordered by clinician; maintain log books; order and stock medication/supplies; perform respirator fit-testing and training; utilize information technology to support and communicate planning and provision of workforce member care; and provide direct supervision of Employee Health Personnel & nursing support.

### **Minimum Requirements**

- Valid RN license and PHN certificate
- Lateral transfer or on a reachable PHN List

### **Desirable Qualifications**

- Supervisory & occupational health experience
- Strong communication, written, problem-solving, and analytical skills.
- Excellent Interpersonal skills, self-motivated and flexible, and able to work independently
- Highly organized with an ability to perform multiple tasks and establish priorities
- Computer Literate

Interested candidates please submit:

- A cover letter describing interest and qualifications
- Resume
- Last 2 years of Performance Evaluations
- Last 2 years of attendance records (prime variances only)

Please submit by March 20, 2015 to:  
Maria Rita Rodriguez  
e-mail: [marrodriguez@ph.lacounty.gov](mailto:marrodriguez@ph.lacounty.gov)  
Tel: (213) 240-7828 – Fax: (213) 250-8506

**ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW**

This is not an official bulletin.

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