



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

**CALIFORNIA CHILDREN’S SERVICES
VACANCY ANNOUNCEMENT
PUBLIC HEALTH NURSING SUPERVISOR (PHNS)**

POSITION INFORMATION:

The vacancy is located at 9320 Telstar Avenue, El Monte 91731. Free employee parking is provided. This position is eligible for a 9/80 work schedule. Onsite employee-paid Montessori childcare center available. County Wellness Program activities (e.g., Zumba classes) offered onsite. Public transportation services are also very convenient.

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 PHNS or on a reachable PHNS list

EXAMPLE OF DUTIES:

- Supervises CCS nurse case managers in the following areas, general program, MTU and CQI
- Evaluates staff training needs and arranges training
- Makes work assignments, schedule (s) vacations, and ensures adequate coverage.
- Recommends disciplinary action where required, handles grievances.
- Prepares employee evaluations and performs other supervisory functions.
- Addresses community or agency groups, providers, etc.
- Attends meetings that update eligibility guidelines
- Interprets and provides general CCS program information to physicians, parents, teachers, social workers, therapy staff and other agencies
- Participates in developing program specific information including policy and procedure manuals and brochures

DESIRABLE QUALIFICATIONS:

- Skills in organizing and preparing reports
- Strong written and oral communications skills
- Supervision experience preferred
- Team building skills
- Previous quality improvement experience is desirable.

Interested individuals should submit a cover letter, resume, last two (2) Performance Evaluations and Time Records for the last two (2) years, and any additional information the candidate wishes taken into consideration to:

Audrey Chinchilla
Children’s Medical Services
California Children’s Services
9320 Telstar Ave., Ste. 226
El Monte, CA 91731
Fax: (626) 569-9298

Email: achinchilla@ph.lacounty.gov

This position will be filled as qualified candidates are interviewed

Only the most qualified applicants will be called for interview