



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

**CHILD HEALTH DISABILITY PREVENTION (CHDP) PROGRAM
VACANCY ANNOUNCEMENT
PUBLIC HEALTH NURSING SUPERVISOR (PHNS)**

POSITION INFORMATION:

CHDP Program is seeking a Public Health Nursing Supervisor (PHNS) who will supervise the nursing activities that directly support the provision of Public Health Nurses (PHNs) within CHDP Program covering East (Service Planning Area 3 & 7) and North (Service Planning Area 1 & 2) Region of the program.

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:

- Direct supervision of Public Health Nurses (PHN) and Senior Typist Clerk (STC).
- Planning, organizing, directing, controlling and leading the functions of the CHDP Public Health Nurses.
- Evaluate educational needs of staff and performance of subordinates.
- Resolve problems involving grievances and discipline.
- Monitor and resolve problems with PHN activities regarding office inspections, license/certifications and chart audits.
- Collaborate with Program Specialist to develop policies, procedures, and program goals.
- Assist with the recruitment, interviewing, selection, hiring and training of new staff.
- Manage special projects as assigned.
- Develop power point presentations and trainings for CHDP Program staff and CHDP Program provider offices.

DESIRABLE QUALIFICATIONS:

- Pediatric and/or public health field nursing experience desirable.
- 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.
- Master’s-level Public Health training preferred (MSN or MPH)
- Proficiency in Microsoft Office and Software/Hardware

Interested individuals should submit a cover letter, resume, last two (2) Performance Evaluations and Time Records for the last two (2) years, **no later than Monday, April 2, 2018** via E- mail to:

Attention: Irene Atilano, STC
Los Angeles County Department of Public Health
Children’s Medical Service
Child Health and Disability Prevention Program
9320 Telstar Ave, Suite 226
El Monte, CA 91731
Phone (626)569-3780
Email: iatilano@ph.lacounty.gov

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