



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

CHILD HEALTH AND 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 Southwest Region of the program. The vacancy is located at Martin Luther King Jr., Multi-Service Ambulatory Care Center, 12012 S. Compton Ave., Los Angeles, CA 90059.

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 from an accredited institution preferred (MSN or MPH).
- Proficiency in Microsoft Office and Software/Hardware.

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 PHNS or on a reachable PHNS 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: Irene Atilano, STC
Los Angeles County Department of Public Health
Children's Medical Services
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