

Childhood Lead Poisoning Prevention Program (CLPPP) Vacancy Announcement Public Health Nursing Supervisor (PHNS)

Under the direction of the Nurse Manager (NM), the PHNS is characterized chiefly by the assignment as first level supervisor to Public Health Nurses (PHNs) and nursing personnel who provide PHN lead case management services for lead poisoned children and their families. The PHNS has responsibility both for implementing and maintaining the Medi-Cal Lead Program (MCLP) supervisory activities that directly support PHN case management, nursing administration and non-MCLP specific nursing activities. Assignments include assisting the NM in budgeting, programming, staffing, in-service training and other activities involved in the administration of program nursing service. The PHNS may function in an extended nursing role in a specific service such as provider education and training coordinator. The PHNS participates in required emergency preparedness training and exercises and performs public health emergency duties as established by the County and Department. In the absence of the NM, the PHNS may be designated to direct overall program nursing service.

Some Essential Functions

- Supervises PHN lead poisoning case management services for patients with elevated blood lead levels (BLLs)
- Supervises nursing activities that directly support the provision of PHN case management services
- Case conferences with the PHN to assure all necessary support services and case management interventions are identified and initiated
- Schedules periodic reviews of PHN's progress towards planned objectives
- Participates in and supervises the orientation of new case management staff
- Evaluates and completes annual performance evaluations for assigned personnel
- Approves time collection records, time off and in-service training requests
- Participates in case management program planning and implementation, workload reviews and completion of progress reports to the state and federal agencies
- Participates in the development of program direction, scope for work, program budget and Med-Cal time study
- Provides technical assistance to other community agencies and programs such as Mental Health, MCAH, PH-Community Health Services, WIC, CHDP and CCS
- Participates in the development of Medi-Cal Lead program protocols and procedures
- Presents childhood lead poisoning prevention seminars to medical providers, health care organization, medical and nursing students
- Participates in the design, development and review of lead and health related professional education materials and planning for implementation of nursing progress in the districts
- Collaborates with programs, departments and community organizations/agencies that interface with health care providers

Minimum Requirements:

- A license to practice as a Registered Nurse issued by the California Board of Registered Nursing, and a California Public Health Nurse certificate, and a California C Driver License
- Must currently be a permanent Los Angeles County employee who holds the title of PHNS for lateral transfer, or be reachable on a PHNS list.

Desirable Qualifications

- Pediatric experience
- Flexible and willing to travel to any part of Los Angeles County
- PHN field experience in a home visitation program preferred

- Knowledge of growth and development of infants, children and adolescents
- Strong communication, written, organizational, interpersonal, professional and leadership skills
- Computer literate
- Self-motivated and able to work independently
- Highly organized with ability to perform multiple tasks and establish priorities
- Strong problem-solving and analytical skills
- Experience working with community organizations, government agencies and in community outreach
- Experience in public health program management and evaluation
- Bilingual skills a plus

Interested candidates please submit on or before 12/28/16

- Resume with cover letter describing interest and qualifications in the position
- Copies of the last 2 performance evaluations
- Copies of time and attendance records (All Earnings)for last two years of employment

Documents should be submitted attention to:

Hui Feng

E-mail: hfeng@ph.lacounty.gov

Office: 323-869-7081

Or

Nnene Okonko, Nurse Manager

nokonko@ph.lacounty.gov

323 869-7196