



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

VACANCY ANNOUNCEMENT
Public Health Nursing Supervisor

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- 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.

MINIMUM REQUIREMENTS:

- A license to practice as a Registered Nurse issued by the California Board of Registered Nursing AND a California State Public Health Nursing Certificate, and a valid California Class C Driver License.
- Must currently hold the payroll title of Public Health Nursing Supervisor (PHNS) for lateral transfer or be reachable on a PHNS certification list.

DESIRABLE TRAINING AND EXPERIENCE:

Two years as a CCS/MSC Supervisor or CCS / Nurse Case Manager (PHN/MSC) at California Children Services in Los Angeles County.

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.

Employees interested should submit a cover letter, resume, copy of the last two (2) performance evaluations, and a copy of the attendance record for the last 24 months. Position will be filled as qualified candidates are interviewed.

Hector Guerrero
Children's Medical Services
9320 Telstar Avenue, Suite 200
El Monte, CA 91731
Fax # (626) 569-9298

Email: hguerrero@ph.lacounty.gov

THIS IS NOT AN OFFICIAL EXAMINATION

RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY