



COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HIV AND STD PROGRAMS

VACANCY ANNOUNCEMENT

PUBLIC HEALTH NURSING SUPERVISOR (PHNS)

POSITION INFORMATION:

The Division of HIV and STD Programs (DHSP), is seeking for a Public Health Nursing Supervisor (PHNS) who will supervise the nursing activities that directly support the provision of Public Health Nurses (PHNs) case management services to promote the well-being of Los Angeles County residents and prevent disease, disability, and premature death due to sexually transmitted diseases (STD). In the absence of the Nurse Manager (NM), the PHNS may be designated to direct overall program nursing service.

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 PHNs in the case management of women and children under the age of 12 who are diagnosed with reportable STD(s)/HIV
- Evaluates and completes annual performance evaluations for PHNs and support staff
- Approves time collection records, time-off and in-service training requests
- Participates in the design, development and review of STD guidelines, priority workload and planning for implementation in the health districts
- Provides consultation to public/private sector providers, district health centers on STD reporting, screening, treatment, case management, and CDC guidelines
- Provides public health education and training to various groups through public speaking, multimedia presentations, and written materials on sexually transmitted diseases
- Assists the NM in planning, staffing and other activities involved in the administration of program nursing service

DESIRABLE QUALIFICATIONS:

- Experience with Level I Casewatch Database
- At least 2-year District Public Health Nursing experience or related field.
- HIV Prevention Counselor training
- Master's-level Public Health training from an accredited institution preferred (MSN or MPH)
- Exceptional oral and written communication skills, with strong analytic and critical reasoning skills
- Excellent interpersonal and collaboration skills
- Strong organizational skills
- 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 Friday, August 18, 2017.***

Division of HIV and STD Programs
Attention: Monica Munoz, Nurse Manager
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This position will be filled as qualified candidates are interviewed
Only the most qualified applicants will be called for interview
This is not a bulletin for a Civil Service Examination