



**Bureau of the Medical Director – Disease Control
Nursing Administration – Quality Improvement/Informatics Unit**

Vacancy Announcement

PUBLIC HEALTH NURSE

241 N. Figueroa Street
Los Angeles, CA 90012

Nursing Administration supports various quality improvement initiatives through use of technology advancement. The PHN will be involved in the development of computer applications for disease surveillance and documentation, assist with electronic health record system (ORCHID) trainings, provide ongoing support to users of the Case Management and Processing (CMaP) application, and support the adoption of the Integrated Reporting Investigation and Surveillance (IRIS) system.

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 Public Health Nurse or be on a reachable PHN list

Desirable Qualifications:

- Community Health Services (CHS) District Public Health Nursing experience
- Excellent written and verbal communication skills
- Strong customer service skills
- Excellent interpersonal, organizational, and time-management skills
- Ability to work independently with minimal supervision
- Ability to conduct information technology trainings
- Knowledge of computer application utilized in DPH
- Proficient using Microsoft Office Suite (Word, Excel, PowerPoint)

Persons interested should submit the following via email:

- Resume with cover letter describing interest and qualifications
- Copy of last two (2) Performance Evaluations
- 2016 and 2017 Attendance Records

Attention:

Ellen Belen
Email: ebelen@ph.lacounty.gov
Phone: (213) 288-7194

**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**