



**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
CHILDREN’S MEDICAL SERVICES – CALIFORNIA CHILDREN’S SERVICES  
VACANCY ANNOUNCEMENT**

**PROGRAM SPECIALIST, PHN**

**ABOUT THE POSITION:**

Under the direction of the Children’s Medical Services Nursing Management, the **Program Specialist, PHN** administers the Quality Assurance unit (QA) for California Children’s Services (CCS) Program, Medical Case Management Section. The Program Specialist, PHN will have responsibilities for planning, selecting, and/or modifying the nursing quality assurance component of the program and coordinating it with the overall nursing service.

**ESSENTIAL JOB FUNCTIONS:**

- ◆ Develop QA tools, policies and procedures specific to case management activities to evaluate work performance.
- ◆ Implementation of strategic plan or steps to conduct QA unit, to include goals, objectives, outcome, and evaluations. Collaboration with senior management as required in order to accomplish case management improvements, conduct training as appropriate to the QA unit outcomes, assist in establishment of quality performance goals, and perform interventions as necessary to ensure performance targets are met.
- ◆ Provide guidance and oversee the QA activities of the CCS Nursing Continuous Quality Improvement (CQI) Team.
- ◆ Member of the CMS Continuous Quality Improvement Committee.
- ◆ Present at CMS CQI Committee, Quarterly Meetings and other related committees.

**Minimum requirements:**

- ◆ A current active license to practice as a Registered Nurse issued by the California Board of Registered Nursing and a Public Health Nurse Certificate issued by the State of California
- ◆ Must be a County of Los Angeles employee who holds the title of Program Specialist, PHN for lateral transfer or be reachable on a current Program Specialist, PHN certification list

**DESIRABLE QUALIFICATIONS:**

- ◆ A Master’s degree in nursing, public health, or administration
- ◆ Experience/background in Quality Assurance.
- ◆ Excellent writing and verbal communication.
- ◆ Highly organized with an ability to perform multiple tasks and establish priorities.
- ◆ Monitor performance and outcome measures consistent with DPH, public health improvement goals, and State Performance Measures.
- ◆ Excellent public speaking skills.
- ◆ Demonstrated leadership skills in working with individuals and teams.
- ◆ Demonstrated ability to work or understand databases, systems opportunities and statistical analysis.
- ◆ CCS nurse case management experience.

Interested employees are invited to submit a cover letter, a resume, copies of the last two (2) performance evaluations, copies of attendance record for the last 24 months, and any additional information the candidate wishes taken into consideration. All materials submitted will be evaluated. Only the most qualified employees will be contacted for an interview.

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