



LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH MATERNAL, CHILD, AND ADOLESCENT HEALTH PROGRAMS

PROGRAM SPECIALIST, PHN

NFP- Los Angeles (NFP-LA) is currently seeking a Program Specialist to be responsible for training, quality improvement, program development and evaluation in various home visitation programs including NFP. (www.nursefamilypartnership.org)

Minimum Requirements

- Must currently be a permanent Los Angeles County employee who holds the payroll title of Program Specialist, PHN (for a lateral transfer), or
- Must be on a reachable Program Specialist, PHN certification list.

Examples of Job Functions

- Provide training on various topics such as NFP D.A.N.C.E. and STAR Frame Work, breastfeeding, Targeted Case Management (TCM), and HIPAA program application
- Compose required reports to the State MCAH and CHVP programs
- Function as the liaison between MCAH and contracted home visitation programs
- Collaborate with DPH HIPAA Liaison in developing consents, program policies, and ensure that all NFP and Family Stabilization sites are HIPAA compliant
- Provide public relations to promote the benefits of home visiting and network with key stakeholders to advocate for home visiting
- Work collaboratively with all home visitation programs in developing universal home visiting (HV) program in identifying performance measures, policy and procedures
- Provide program QA and QI and performance monitoring
- Develop QA tools, policies and procedures specific to case management activities to evaluate work performance
- Conduct training as appropriate to the QA outcomes, assist in establishment of quality performance goals, and perform interventions as necessary to achieve performance targets

Desirable Qualifications

- ◆ Self-directed fast learner with passion in maternal and child health (MCH);
- ◆ Pro-active organized with excellent verbal and written skills;
- ◆ Experience/ Background in home visitation programs and MCH;
- ◆ Excellent writing and verbal communication skills;
- ◆ Highly organized with an ability to perform multiple tasks and establish priorities;
- ◆ 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;
- ◆ Able to travel to all NFP-LA sites to perform audits, training, and case conferences.
- ◆ Able to travel out of state for training

Interested applicants must submit a resume with a cover letter, time records of past 2 years and the last two (2) performance evaluations to MCAH, attention to: **Nicole Lazo at NLazo@ph.lacounty.gov by 3/15/18.**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN.
ONLY THE MOST QUALIFIED APPLICANTS WILL BE INTERVIEWED**