

**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH
COMMUNITY AND FIELD SERVICES DIVISION
SERVICE PLANNING AREA (SPA) 4**

VACANCY ANNOUNCEMENT

Program Specialist, Public Health Nurse (PHN)

The Emergency Preparedness Program Specialist develops and directs the planning, implementation, and evaluation of emergency preparedness and community outreach initiatives. This position acts as a liaison across the SPAs and DPH programs, between local stakeholders, and other first responder agencies to advance preparedness and response activities. The EP, PS, reports to the SPA 4 Regional Health Office, while working collaboratively with the Emergency Preparedness and Response Division (EPRD).

JOB DUTIES:

- Oversees and directs the activities of the (8) designated SPA Emergency Preparedness Public Health Nurses in accordance with directives from EPRD to support PHEP grant deliverables.
- Directly supervises (1) Senior Health Educator.
- Leads program planning, implementation, and evaluation of SPA wide community outreach initiatives and campaigns.
- Develops and manages budgets to support community outreach activities and provides regular progress reports summarizing project deliverables.
- Collaborates with community partners to develop comprehensive plans, address emergency preparedness issues, and provide training and guidance based on identified risks.
- Ensures SPA participation in emergency preparedness drills and exercises.

MINIMUM REQUIREMENTS:

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

DESIRABLE QUALIFICATIONS:

- Strong interpersonal skills.
- Excellent written and verbal communication skills.
- Highly organized, with the ability to perform multiple tasks and establish priorities.
- Demonstrated leadership skills in working with individuals and teams.
- Proven experience working with a variety of programs within LAC Department of Public Health as well as external partners and community-based organizations.
- Proficient in MS Office applications (Word, Excel, Adobe, PowerPoint, Visio, Outlook, MS Teams, etc.)

Work location: Central Health Center, 241 N. Figueroa Street, Los Angeles, CA 90012

Interested candidates, please email a cover letter, résumé, and copies of last two performance evaluations to:

Raymond Gutierrez
rgutierrez@ph.lacounty.gov
SPA 4 Regional Health Office
241 N. Figueroa Street,
Los Angeles, CA 90012
Direct: (213) 684-8944
Mainline: (213) 288-8049

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