



**SERVICE PLANNING AREAS 5 AND 6
MLK Center Jr. Center for Public Health
11833 S. Wilmington Avenue
Los Angeles, CA 90059**

**VACANCY ANNOUNCEMENT
RN II**

Minimum Requirements

Lateral Transfer or reachable on a RN II list

Examples of Duties:

- o Coordinates nursing activities and patient flow.
- o Completes appropriate paperwork such as logs, reports and forms.
- o Consults with clinician regarding medical management issues.
- o Ensures the maintenance of emergency cart, pharmacy and clinic supplies.
- o Reviews laboratory results and refers abnormal results to clinician.
- o Assists in monitoring quality assurance, infection control and safety activities.
- o May coordinate the patient's medical care with private physicians, public facilities and other health centers.

Desirable Qualifications

- o Strong Communication and Leadership Skills
- o Proficient using Microsoft Office applications (Word, PowerPoint, Excel)
- o Ability to facilitate and lead a team
- o Patient advocate
- o Flexible and able to work independently
- o Bilingual skills (Spanish) desirable

Interested applicants should send a current resume, last two performance evaluations, and employee time records by: **January 14, 2013** to

Yolanda Shaw, Secretary

Tel: (323) 568-8706

Fax: (323) 249-7874

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