



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
SERVICE PLANNING AREA 3  
VACANCY ANNOUNCEMENT**

**SUPERVISING CLINIC NURSE I**

**Minimum Requirements:**

Must currently hold the payroll title of Supervising Clinic Nurse (SCN) **OR** be on a reachable SCN I list.

**Examples of Duties:**

- Verifies all nursing tasks and ordered treatment have been performed by nursing staff and documented.
- Delegate, assign and supervise the assigned work to Registered Nurses, Licensed Vocational Nurses and Nursing Attendants in the clinics, which may also include ancillary staff.
- Provides direction and leadership by developing and conducting trainings to orientate new employees to nursing policies and procedures of clinic.
- Performs duties and responsibilities as established by the Department protocol/policy and procedures.
- Assists the Nurse Manager in developing policies and procedures, workload analysis and development of staffing patterns.
- Evaluates factors such as safety, effectiveness, availability, cost and benefits, efficiencies and impact on practice when choosing practice options that would result in the same expected outcome.
- Promotes staff development and professional growth.

**Desirable Qualifications:**

- Clinical supervisory experience
- Highly organized with an ability to perform multiple tasks and establish priorities
- Strong communication, written, problem-solving, organizational, and leadership skills
- Excellent Interpersonal skills, self-motivated and flexible, and able to work independently
- Ability to work collaboratively with different disciplines
- ORCHID skills
- Patient and staff advocate

Interested applicants should send a current resume, last two years of performance evaluations and employee time records to:

**Monique Kosterlytzky, ANM Secretary**

Phone: (562) 464-5349

Fax: (562) 693-4525

E-mail: [jkosterlytzky@ph.lacounty.gov](mailto:jkosterlytzky@ph.lacounty.gov)

**Receiving applications until the position is filled.  
Only the most qualified candidates will be scheduled for an interview.**

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN