



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH
TUBERCULOSIS CONTROL PROGRAM**

VACANCY ANNOUNCEMENT

PROGRAM SPECIALIST, PHN

Position information:

The TB Control Program Specialist (PS, PHN) is responsible for coordinating, planning, implementing, and evaluating interventions to prevent transmission of tuberculosis by ensuring team led oversight guidance, communication, and monitoring of contact investigations, clusters and outbreaks as well as outreach to high risk populations and their providers. The PS, PHN reports to the Education and Evaluation Unit Nurse Manager and will be headquartered at the TB Control Program office: 2615 S. Grand Ave., Los Angeles, CA 90007.

Minimum requirements:

- Current active license to practice as a RN issued by the California Board of Registered Nursing and a PHN certificate.
- Reachable on a current PS, PHN certification list or currently holding a PS, PHN item.

Desirable qualifications:

- Minimum of four years District PHN experience
- TB Program experience
- Strong analytical skills
- Effective interpersonal skills
- Excellent writing skills and verbal communication
- Demonstrated leadership skills
- Experience supervising nurses
- Project management skills
- Highly organized & meticulous attention to detail
- Excellent computer skills: MS Office Suite
- Experience with TRIMS, CMaP, ORCHID

Essential job functions include but are not limited to the following:

- Directly supervises 4-APS PHNs, 2- Public Health Nurses, 2-CHWs and an ITC; performs the full range of supervisory functions.
- Provides oversight guidance and communication to staff monitoring high profile and sensitive contact investigations, clusters and outbreaks and TB screening outreach with homeless, HIV and Civil Surgeon providers. Leads bi-monthly CI outbreak and cluster response meetings and seeks consultation as needed.
- Provides expert consultation regarding standards for TB nursing case management and contact investigation.
- Implements processes to facilitate timely submission of required information for verified TB case reporting.
- Provides and coordinates input on and facilitates implementation of the CDC TB Cooperative Agreement Plan and TB Program strategic plan initiatives and other core reports.
- Provides input into developing efficiencies to analyze CI /outbreak activities (cases, contacts, settings via integration of data systems (IRIS)
- Develops, implements, evaluates and/or revises TB programmatic policies/procedures.

Interested candidates: Submit a resume, cover letter, last two performance evaluations and 2 years variance time records **by January 31, 2019**. This position will be filled as qualified candidates are interviewed.

Monae Anderson, STC
TB Control Program
2615 S. Grand Ave., Room # 507, Los Angeles, CA 90007
Phone: (213) 745-3928 or email: moanderson@ph.lacounty.gov

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