

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION ANNOUNCEMENT

DO NOT FILE ONLINE

**Bulletin
Number**

**Type of
Recruitment** Transfer Opportunity

Department Public Health

Position Title UTILIZATION REVIEW NURSE SUPERVISOR I

Filing Type Open Continuous until the SAPC department needs are met

**General
Information** The County of Los Angeles Department of Public Health, Substance Abuse Prevention and Control (SAPC) is seeking a motivated and productive individual who currently holds the payroll title of Utilization Review Nurse Supervisor I. This position will provide critical services for SAPC leadership on planning, implementation, and evaluation of all new and continuing services for individuals with issues related to primary care, mental health, and substance use disorders. The position will assist to develop and supervise transformation leading to integrated care.

Requirements Must currently be a permanent County employee who holds the payroll title of Utilization Review Nurse Supervisor I.

Interested candidates to send their resumé, last two (2) years performance evaluations, official time records from 2012 to current, and a cover letter to explain qualifications and examples of abilities.

Please E-mail your information to:

Susan Maki
E-mail: smaki@ph.lacounty.gov

**Desirable
Qualifications:** Excellent interpersonal skills with the ability to effectively interact with all staff and management levels within the department, other County departments, contract service providers, and outside agencies.

Strong organizational skills especially managing large amount of data and information, and ability to multi-task.

Good verbal and written communication skills.

Proficiency in computer software using Microsoft Excel, Word, PowerPoint, Lotus Notes, Outlook.

**Examples of
Duties:** Participates with the Physician, M.D. on routine audit, special studies, and critical reviews of medical records and clinical practices for individuals with Substance Use Disorders. Reviews treatment plans and medical records based on National Quality Forum: National Voluntary Consensus Standards for the Treatment of Substance Use Conditions: Evidence-

Based Treatment Practices.

Participates in the implementation of a Performance Management Program, which requires the collection and review of data. Participates in the SAPC Quality Improvement related committees as they are formed and implemented.

Conducts research on the latest findings from studies and prepares reports to management recommending adoption of evidence-based and best practices for promoting good health practices and controlling/preventing the spread of illness and injuries in the context of community-based integrated care. Develop strategies to implement findings from research reports.

Participates in the review and critical analysis of client health disparities, sentinel events, client safety net reports, and assesses for appropriateness and thoroughness based on departmental policies, clinical care standards, laws and regulations, and recommends methods of achieving compliance and improvement of client care. Provides technical assistance to contract providers and AVRC in conducting root case analysis, including presentation to SAPC management for critical analysis, and providing feedback and recommendations relating to accuracy and completeness of the analysis.

Develops collaborative partnerships with various federal, State, County, municipal, and other public, private, and community-based agencies as a means for SAPC to identify and address community trends, emerging needs, and gaps in SAPC integration plans.

Participates with the Physician, M.D. on projects, research, analysis and provides reports of findings.

Attends meetings with SAPC management, community-based organizations, contracted providers, and others as requested on health care practices on comprehensive integrated care.

Supervises a team of nurses.

Vacancy Information The one vacancy is located at:

Substance Abuse Prevention and Control
1000 South Fremont Avenue
Building A-9 East, Third Floor
Alhambra, California 91803

Available Shift Day

Contact Name Susan Maki

Contact Phone (626) 299-4185

Contact E-mail smaki@ph.lacounty.gov

Job Field Health Other

Job Type Professional