



**Bureau of Disease Control  
DPH Nursing Administration  
Vacancy Announcement  
NURSE MANAGER**

241 N. Figueroa Street, Room 347, Los Angeles, CA 90012

The Los Angeles County Department of Public Health (DPH), Nursing Administration is recruiting a Nurse Manager to become part of our team. Under the direction of the Nursing Director, the Nurse Manager will assist overseeing nursing in the Quality Improvement/Informatics Unit (QI/IU).

**Duties may include, but are not limited to the following:**

- Assigns, directs and reviews the work of subordinate supervisors and/or other nursing personnel and support staff.
- Participates in developing, implementing, and monitoring policies and procedures which support departmental and programmatic goals.
- Applies knowledgeable of information systems to support the deployment and improvement of ORCHID, CMaP and IRIS.
- Participates in activities related to quality assurance, performance improvement, and training activities to support DPH programs and services.
- Participates in the development of program goals and performance measures, and evaluates program and workforce effectiveness.

**Minimum Requirements**

- Must be a County of Los Angeles employee who holds the payroll title of Nurse Manager or be reachable on a Nurse Manager certification list.
- Current & active RN License and PHN Certificate issued by the State of California BRN.
- Current Basic Life Support (BLS) for Healthcare Providers (CPR & AED) certification from the American Heart Association.

**Desirable Qualifications**

- Demonstrated leadership skills.
- Exceptional analytical, critical reasoning and problem-solving skills.
- Excellent written and oral communication skills, with ability to communicate effectively with a range of stakeholders.
- Excellent interpersonal, customer service and collaboration skills.
- Strong organizational skills with the ability to perform multiple tasks and establish priorities.
- Experience in facilitating and implementing quality improvement processes and programs.
- Excellent computer skills and knowledge of ORCHID, CMaP and IRIS.

Interested candidates are invited to submit a cover letter, resume, last two Performance Evaluations, time records for the last 24 months, and any additional information the candidate wishes taken into consideration by **Thursday, Dec 13, 2018** to:

**Ellen Belen**

**Email: [ebelen@ph.lacounty.gov](mailto:ebelen@ph.lacounty.gov)**

**Phone: (213) 288- 7725**

***THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN  
Only the most qualified applicants will be called for an interview***