



County Of Los Angeles - Department Of Public Health
Tuberculosis Control Program



VACANCY ANNOUNCEMENT

Assistant Program Specialist, PHN

Position information: Under the direction of the Nurse Manager, the Assistant Program Specialist, PHN (APS) in the Patient Services and Reporting Unit evaluates the quality of reporting of tuberculosis disease, evaluates the quality of care provided to these patients, and makes recommendations for improvement which are based on current National, State and local guidelines. As a TB Nurse Consultant, the APS utilized expert knowledge of disease control principles to reach programmatic goals and objectives. The APS will be housed at the TB Control Headquarters office, located at 2615 S. Grand Ave. Room 507, Los Angeles, CA 90007.

Minimum requirements:

Hold the payroll title of APS or on a current APS list

Essential job functions:

- Assess mandated TB Reporting for accuracy and completeness; works with providers to ensure missing information is obtained in a timely manner.
- Assess and approve or deny the TB Discharge Care plan submitted by private facility staff; provide recommendations for care plans which are not approved.
- Assure continuity of care as the patient transitions from the inpatient to outpatient setting.
- Assist with the development, evaluation and modification of policies, procedures and standards for the nursing component of the Patient Services / Reporting Unit.
- Serve as a key resource for community providers in the interpretation and implementation of reporting and other legal requirements.

Desirable qualifications:

- Minimum two years' experience as a District Public Health Nurse.
- Knowledge of the principles of Tuberculosis Case Management
- Strong, problem-solving, and analytical skills.
- Excellent writing and verbal communication.
- Highly organized with an ability to perform multiple tasks and establish priorities.
- Exceptional creative, resourceful, leadership skills.

If interested in the above position, submit a resume with a cover letter, last 2 years' time records and performance evaluations by September 26, 2014. This position will be filled as qualified candidates are interviewed.

ATTN: Jeanne Soukup, RN, PHN
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THIS IS NOT AN OFFICIAL EXAMINATION

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