



COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH CHILDREN'S MEDICAL SERVICES (CMS)

9320 Telstar Ave., El Monte, CA 91731

VACANCY ANNOUNCEMENT

ASSISTANT NURSING DIRECTOR, ADMINISTRATION (ANDA)

Position information: The Los Angeles County Department of Public Health, CMS – Child Welfare Program is recruiting one ANDA. Under the direction of the Child Health and Disability Prevention (CHDP) Program Director, the ANDA will manage nursing and support staff in the provision of nursing case management services for the Child Welfare Program. Free employee parking is provided. This position is eligible for a 9/80 work schedule. Onsite employee-paid Montessori childcare center available. County Wellness Program activities (e.g., Zumba classes) offered onsite. Public transportation services are also very convenient.

Essential Job Functions

- Leads more than 200 licensed clinical staff and clerical support staff.
- Assigns, directs, and reviews the work of subordinate managers and other employees in addressing the medical, dental, developmental, and mental health needs of children and youth in the child welfare system.
- Works closely with DCFS and Probation to promote the health and well-being of children and youth in the child welfare system.
- Determines the allocation of personnel and resources needed to accomplish program goals, and assists with the preparation of the program budget.
- Interprets, develops, and implements CMS policies and procedures in collaboration with the CHDP Program Director and the CMS Nursing Director, based on statutes, nursing practice standards, and assessment of organizational effectiveness.
- In Collaboration with the CMS Staff Development and Training Unit, develops, implements, and evaluates educational curriculum relevant to the professional development of public health nursing within the program.
- Participates in the development of program goals and performance measures, and evaluates program and workforce effectiveness.
- Represents the program in meetings with senior nursing personnel, community and professional groups, policymakers, and other program stakeholders.

Requirements

Must currently be a permanent Los Angeles County employee who holds the payroll title of Assistant Nursing Director, Administration for lateral transfer, or reachable on an Assistant Nursing Director, Administration eligible list.

License:

- A current active license to practice as a Registered Nurse and a Public Health Nurse certificate issued by the California Board of Registered Nursing.
- A current certification in accordance with the American Heart Association's Basic Life Support (BLS) for Healthcare Providers (CPR & AED) Program.
- A valid California Class C Driver's License or the ability to utilize an alternative method of transportation

DESIRABLE QUALIFICATIONS:

- A Master's degree in Public Health, Health Administration, or Nursing Administration from an accredited college or university.
- 5 years of highly responsible and complex administrative and management responsibilities. Experience working with children and youth in the child welfare system.
- Excellent oral and written communication skills

Interested applicants are invited to submit a cover letter, a resume, copies of the last two (2) performance evaluations, copies of attendance record for the last 24 months, and any additional information the candidate wishes taken into consideration. All materials submitted will be evaluated.

Interested candidates should submit documents via US mail or email to:

Ana Alatorre

Children's Medical Services

Child Health and Disability Prevention (CHDP) Program

9320 Telstar Avenue, Suite 226

El Monte, CA 91731

Phone: (626) 569-6020

Email: chdadmin@ph.lacounty.gov

ONLY THE MOST QUALIFIED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW
THIS IS NOT AN OFFICAL EXAMINATION BULLETIN