



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

VACANCY ANNOUNCEMENT

**ASSISTANT NURSING DIRECTOR, ADMINISTRATION (ANDA)
LAC California Children's Services (CCS)**

POSITION INFORMATION:

California Children's Services (CCS)
9320 Telstar Avenue
El Monte, CA 91731

EXAMPLE OF DUTIES:

- Directs, plans and defines nursing administrative methods, procedures, workflows and standards for quality and quantity of work, including staffing standards for the CCS program.
- Oversees direct supervision over the nurse case management section to ensure Federal, State, and County Children's Medical Services (CMS) section policies and procedures are maintained.
- Interprets, develops, and implements CMS practices and procedures in collaboration with the CMS Director, Medical Director, and other CCS management and supervision personnel.
- Determines personnel, material, equipment, and facilities necessary to exceed program goals.
- Advises the planning, development, and implementation of orientation/trainings in alignment with CCS program guidelines for healthcare and community providers and Special Care Centers (SCCs).
- Promotes joint planning among CCS clinical and administrative workforces and collaborates with providers, community organizations, regional centers, the Medical Therapy Program (MTP) and various agencies and institutions.
- Serves as the senior nursing executive supervising a workforce of nurse managers, nurse supervisors, nurses and nurse instructors and specialists, along with management, administrative and technical support.
- Leads CCS Program Continuous Quality Improvement (CQI) activities, integrating best practices and standards of care, and reviewing and updating the nursing case management scope of work.
- Facilitates collaborative healthcare relationships between CCS, children/youth/families, providers, hospitals, SCCs, health plans, school districts, MTP personnel, and community services and resources.

DESIRABLE QUALIFICATIONS:

- Inspirational vision that engages staff to improve the health outcomes of children/youth with complex medical needs
- Autonomous and industrious work habits that share the values of compassion, service, equity and quality
- Commitment to transformational change and leadership that supports new insights and perspectives
- Pediatric healthcare experience and familiarity

MINIMUM REQUIREMENTS:

- A Master's degree in nursing or administration and two years of experience in nursing administration - OR - a Bachelor's degree in nursing and three years of experience in clinical nursing - OR - a Bachelor's degree in nursing with a Master's degree in nursing and two years of experience in clinical nursing.
- A current active license to practice as a Registered Nurse 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, and a valid California Class C Driver License.
- Must currently be a permanent Los Angeles County employee who holds the payroll title of Assistant Nursing Director, Administration (ANDA).

Accepting applications until position is filled. Only the most qualified applicants will be called for interviews.

Interested individuals should submit a cover letter, resume, last two (2) Performance Evaluations (PEs) via e-mail to:

California Children's Services, Children's Medical Services
9320 Telstar Ave., Suite 200 El Monte, CA 91731
Phone (626) 569-6475
Email: JCeja@ph.lacounty.gov