



**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CHILDREN'S MEDICAL SERVICES
CHILD WELFARE PUBLIC HEALTH NURSING PROGRAM
HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE (HCPCFC)**

VACANCY ANNOUNCEMENT

[ASSISTANT PROGRAM SPECIALIST, PHN \(APS.PHN\)](#)

LOCATION OF VACANCY:

9320 Telstar Ave
El Monte, CA 91731

EXAMPLE OF DUTIES:

The Health Care Program for Children in Foster Care (HCPCFC) is a public health nursing program working in partnership with the Department of Children and Family Services (DCFS) to provide public health nurse (PHN) expertise in meeting the medical, dental, mental and developmental needs of children and youth in out-of-home placement. DCFS CSWs consult with PHNs who collaborate with them to coordinate access and delivery of comprehensive preventive health and specialty services to children & youth. The CWPHN APS assists in the planning, development, evaluation, and modification of the program nursing function, coordinating with overall nursing services within the Department of Public Health.

The HCPCFC APS, PHN:

- Monitor, review, and assist in evaluating the effectiveness of the CWPHN program.
- Provide leadership, technical and administrative guidance to CWPHN program management and staff in the areas of clinical practice, policies & procedures, staffing, education and training, program data management and continuous quality improvement.
- Interpret program standards and procedures to CWPHN staff, DCFS CSWs, and key partners and stakeholders.
- Develop training materials and provide in-service instruction to PHNs to effectively implement program practice and procedures.
- Maintain current knowledge of and interpret laws and regulations applicable to child welfare public health nursing.
- Conducts research, analysis, and evaluation of the components of PHN practice makes recommendations to inform management about program/clinical trends, service utilization, & training needs of clinical & support staff.
- Helps develop and maintaining local databases and program data for submission to internal, local and State agencies.
- Investigates quality of care concerns and develops audit tools and measures to support CWPHN continuous quality improvement.
- Participates in administrative meetings and chairs/co-chairs CWPHN established committees.
- Represents management team and CWPHN/CMS on meetings and committees at the local and State levels.
- Plans, conducts and evaluates in-service trainings. Works with CWPHN training unit staff to develop educational tools, references and materials.
- Participates in joint planning, and works with professional and community organizations, agencies and institutions to meet CWPHN program goals and objectives.
- Assists CWPHN management in the preparation and justification of CWPHN's annual budget requirements for personnel, equipment, supplies, and in-service trainings.
- Assists in the determination of the personnel, equipment, and other operating costs & services to meet the objectives of new, specially funded programs.
- Provides supervision of direct reports. Makes assignments to nursing and other health personnel as needed.
- Performs other duties as assigned.

DESIRABLE QUALIFICATIONS:

- Pediatric experience.
- Public Health Nursing field experience.
- Prior supervision and/or program development experience in Public Health.
- Experience in overseeing the collection and analysis of data related to program performance measures, performance metrics, program dashboards and quality indicators.
- Routinely uses analytical tools including Excel pivot table/sliders, and other applications like Power BI.
- Experience in administration and use of large client level databases, and data capture applications like REDCap.

MINIMUM REQUIREMENTS:

Must currently be a permanent Los Angeles County employee who holds the payroll item of APS PHN or are active on the certification list for APS PHN. A current license to practice as a Registered Nurse issued by the California Board of Registered Nursing, State Public Health Certificate, and a California Class C Driver's License.

Applications will be accepted until position is filled. Interested individuals should submit a cover letter, resume, and the last two (2) Performance Evaluations, via E- mail to:

Children's Medical Services - HCPCFC
Child Welfare Public Health Nursing Program – Foster Care
Contact: Tracy Carter @ 626-569-6505
9320 Telstar Ave., Suite 233 El Monte, CA 91731
Email: cwphnrecruitment@ph.lacounty.gov

**This position will be filled as qualified candidates are interviewed.
Only the most qualified applicants will be called for interview.**