



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

**VACANCY ANNOUNCEMENT**

**PUBLIC HEALTH NURSING SUPERVISOR (PHNS)**

**LOCATION OF VACANCY:**

Department of Children and Family Services  
Vermont Corridor Office  
8300 South Vermont Avenue  
Los Angeles, CA

**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 Children's Social Workers (CSW) consult PHNs who collaborate with them to coordinate access and delivery of comprehensive preventive health and specialty services.

The HCPCFC Public Health Nursing Supervisor:

- Provides HCPCFC programmatic direction and oversight through supervision of PHNs and clerical support staff co-located at the various Department of Children and Family Services regional offices.
- Provides guidance to PHNs in the areas of clinical practice, policies & procedures, staffing, education and training, program data management and continuous quality improvement.
- Monitors and ensures that staff deliver high quality consultations and care coordination services to foster care children, youth and their families. Evaluates the effectiveness of PHN practices and interventions, providing guidance and support as needed.
- Conducts regular team meetings with PHNs and support staff to discuss team performance, share updates, address challenges and issues. Participates in administrative meetings and in CWPHN established committees.
- Represents the management team and CWPHN/CMS in meetings and committees at the local and State levels.
- Fosters a supportive and collaborative work environment that encourages professional development, teamwork, and boosts morale.
- Ensures compliance with State and federal regulations including those related to HCPCFC performance measures data reporting requirements. Conducts audit to ensure compliance with standards and performance measures.
- Investigates quality of care concerns and conducts regular audits and evaluations to assess program effectiveness and identify areas for improvement.
- Prepares work assignments, schedule(s) vacations, and other request(s). Completes performance evaluations and handles staff grievances timely.
- Collaborates with multidisciplinary teams at the local, state and national levels to coordinate care for clients, foster communication and share best practices.
- Advocate for the health care needs of children and youth in foster care ensuring that their needs are met through appropriate services and support.

**DESIRABLE QUALIFICATIONS:**

- Pediatric experience.
- Public Health Nursing field experience.
- Knowledge of growth and development of infants, children, and adolescents.
- Experience in the collection and analysis of data related to program performance measures, performance

metrics, program dashboards and quality indicators.

- Experience in using Excel pivot table/sliders, and other applications like Power BI & RedCAP.

**MINIMUM REQUIREMENTS:**

- A license to practice as a Registered Nurse and a Public Health Nurse Certificate issued by the California Board of Registered Nursing and a valid California Class C Driver License
- Must currently be a permanent Los Angeles County employee who holds the payroll title of Public Health Nurse.

**Applications are accepted until the 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](mailto:cwphnrecruitment@ph.lacounty.gov)

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