El Monte Comprehensive Health Care  
Ambulatory Care Clinic 
VACANCY ANNOUNCEMENT 

Registered Nurse I (Specialty Clinics) 

POSITION INFORMATION: 
The Registered Nurse I is responsible for monitoring the day to day patient flow in the clinic, ensuring medications are given to patients as ordered by the Providers, signed and documented in the electronic record while successfully being an engaged member of the Ambulatory Care Specialty Clinics.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: 
• Manages patient flow to provide timely and efficient care.
• Serves as a clinical resource for LVN and CMA team members.
• Administers immunizations, medications and treatments per Provider orders.
• Documents proficiently in Orchid and California Immunization Registry (CAIR).
• Performs patient and family education related to disease process, medications, treatments preventative health and follow-up care.
• Acts as a patient advocate and attempts to resolve patient complaints within the clinic,
• Participates in the evaluation of medical home clinic performance and quality improvement activities.
• Knowledgeable in or willing to learn the Every Woman Counts Program, triage patients and perform nurse visits on a case by case basis.

DESIRABLE QUALIFICATIONS: 
• Experience working in an Ambulatory Care Clinics (i.e., Women’s OB/GYN/Family Planning, Pediatrics, Optometry and Podiatry).
• Ability to work well in a team based setting.
• Effective interpersonal and organizational skills.
• Excellent customer service skills to promote positive patient experiences.

Candidates must currently hold a permanent County of Los Angeles payroll title of Registered Nurse I to be considered for a transfer or are reachable on a DHS certification list to be considered for a promotion or as a new hire.

The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, the last two performance evaluations, and a prime variance time report for the last two years, to:

Maria Rosales, STC 
Email: mrosales@dhs.lacounty.gov 
El Monte CHC 
10953 Ramona Blvd. 
El Monte, CA 91731 
Telephone: (626)434-2899 / Fax: (626) 279-9064 

Resumes will be accepted until the needs of the department are met.

**This is not a civil service examination**

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