



Vacancy Announcement  
**NURSE MANAGER**  
**PSYCHIATRIC INPATIENT SERVICES**

Salary: \$10,145.38 - 14,779.92 Monthly

**Position Information:** The Nurse Manager will supervise patient care delivery and nursing activities in assigned hospital inpatient care units with 24-hour responsibility and performs professional nursing duties. She/he must be available and accessible on weekends and holidays.

**Responsibilities include but are not limited to the following:**

- Participates in the development of goals and objectives for the Psychiatric Inpatient Nursing Services consistent with the Department and Medical Center goals.
- Oversees the day to day operations and delivery of patient care in the Psychiatric Inpatient Nursing Services including admission, transfer, discharge processes and patient flow.
- Participates in establishing, implementing and maintaining standards that ensure high quality, safe and effective nursing care of the Psychiatric patients.
- Develops and monitors quality indicators to review the quality of care and implement performance improvement initiatives in the Psychiatric units.
- Maintains nursing records and ensures compliance with mandatory requirements for personnel.
- Implements strategies to improve customer services and patient family satisfaction.
- Participates in development, review, revision, and implementation of area-specific policies and implementation of Department, Medical Center, and DHS policies and procedures.
- Hires staff and plans and implements orientation, training and staff development programs for Psychiatric Inpatient Services.
- Evaluates employees directly under his/her supervision and handles employee issues in collaboration with Human Resources.
- Communicates collaboratively with patient, families, the interdisciplinary team, the management team and other nursing staff regarding patient care issues and concerns.

**Desirable Qualifications:**

- Minimum of two year's recent nursing experience as a Supervising Staff Nurse I or higher in a Psychiatric Inpatient or related setting
- Management of Aggressive Behavior or related certification
- Strong communication and critical thinking skills
- Positive attitude, team-player with effective interpersonal and organizational skills
- Strong Patient Advocate
- Flexibility and willingness to adapt to changing situations and changes in flow

Candidates must currently hold a permanent County of Los Angeles payroll title of Nurse Manager 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:

Zeena George, Nurse Recruiter  
Email: [Zgeorge@dhs.lacounty.gov](mailto:Zgeorge@dhs.lacounty.gov)  
Nurse Recruitment and Retention Center  
Inpatient Tower – Room C2C112  
1200 North State Street, LA, CA 90033  
Phone: (323) 409-4664  
Fax: (323) 441-8039

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

\*\*This is not a civil service examination\*\*

06/03/19