

Edward R. Roybal Comprehensive Health Center

Vacancy Announcement

Supervising Clinic Nurse I

Salary: \$7,549.12 - \$10,997.64 Monthly

Position Information:

Edward R. Roybal Comprehensive Health Center is one of 17 facilities in the Ambulatory Care Network. Located in East Los Angeles, Roybal is often referred to as the "Clinica de Colores" (the clinic of the colors) by the patients and community we serve. Under the general supervision, the Supervising Clinic Nurse I is responsible for the activities of an assigned area during his/her shift with the authority to coordinate staffing and patient care activities as delegated by the Nurse Manager. The Supervising Clinic Nurse supports and interprets established policies, procedures, goals and objectives; directs others in accomplishing goals; and collaborates on intra-and inter-departmental problem solving.

Responsibilities Qualifications:

- Plans and directs the nursing activities in a unit and coordinates activities and patient care with medical and other health services staff.
- Prepares work schedules and makes daily assignments to nursing staff members to perform the various patient care tasks matching skills of staff and duties to be performed.
- Formally evaluates employee performance and implement change through valid and reliable performance improvement plans.
- Interprets, communicate, and enforce policies and procedures.
- Participates in National Committee for Quality Assurance (NCQA), LA Care, and other regulatory audits.
- Responsible for quality assurance and performance improvement projects.
- Verifies accuracy of time and attendance for subordinate staff.
- Be an example of a patient care advocate and make every attempt to resolve patient complaints within the clinic.
- Supports DHS Initiatives.

Desirable Qualifications:

- Minimum of two years of recent direct patient care in a hospital and/or ambulatory care setting
- Flexibility to adjust to clinic changes and unpredictable situations
- Ability to manage multiple assignments/tasks simultaneously
- Effective critical thinking, decision making and problem solving
- Computer literacy

Candidates must currently hold a permanent County of Los Angeles payroll title of Supervising Clinic Nurse I to be considered for a transfer or are reachable on the 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:

Lisa De La Cruz, Secretary III
lidelacruz@dhs.lacounty.gov
Edward R. Roybal CHC
245 S. Fetterly Ave. Los Angeles, CA 90022
Tel: (323) 362-1420 - Fax (323) 362-1374

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

****THIS IS NOT A CIVIL SERVICE EXAMINATION****

06/28/19