



**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
OFFICE OF NURSING AFFAIRS
VACANCY ANNOUNCEMENT**



NURSE MANAGER

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

Position Information: The Office of Nursing Affairs (ONA) is currently seeking a motivated, committed and team-oriented nurse to support the Nursing Professional Development program and initiatives. The Nurse Manager position is a full-time permanent position and reports to the Department of Health Services (DHS) ONA Nursing Director, Administration (NDA). This position will function as a DHS system-wide expert in nursing education and professional development. This position will participate in the development of nursing standardized procedure/protocols and provide oversight of Nursing Affiliation clinical placements, Agreements/contracts, as well as supervise ONA staff.

Responsibilities include but are not limited to the following:

- Assists with the development of programs to enhance professional development of DHS nursing staff (e.g. LVN to RN program, Registered Nurse to Nurse Practitioner program, RN Board Certification, onsite graduate programs).
- Assists ONA ANDA and collaborates with Subject Matter Expert (SME) to establish standardized DHS nurse training programs that are aligned with current research and evidence-based practices.
- Assist with monitoring and evaluating the training program costs, guidelines/policies/procedures, effectiveness, and outcomes.
- Makes recommendations on strategies to validate training program competency and optimize clinical performance to the ONA NDA.
- Applies knowledge of CA Nurse Practice Act, Title 22, and other Federal, State and local regulatory standards/policies/procedures to promote nurses functioning at the top of their license.
- Assists with identification and evaluation of new nursing education systems and technology that can enhance DHS nursing practice and competency.
- Assists in DHS nursing improvement initiatives (e.g. nursing task forces, patient falls prevention), nurse sensitive indicator data collection and internal/external reporting.

Desirable Qualifications:

- Must be self-directed, strong communication, critical analysis, and organizational skills
- Proficient in Microsoft Office and data base management
- Working knowledge on Civil Service Rules, County Code, labor regulations, MOUs, Title XXII, CMS, and accreditation standards, staffing regulations and DHS Policies and Procedures, CA Nurse Practice Act
- Knowledge of health care industry trends and legislation impacting nursing workforce programs, personnel, and practices at the local, DHS, State and National level

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 time report for the last two years to:

Amy Sandoval

Email: amsandoval@dhs.lacounty.gov

Office of Nursing Affairs

313 N. Figueroa St. Room 908

Los Angeles, CA 90012

Tel: 213-240-7702

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

This is not a civil service examination

7/1/19