



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



**ASSISTANT NURSING DIRECTOR, ADMINISTRATION**

Salary: \$10,449.76 - \$15,223.32 Monthly

**Position Information:** The Office of Nursing Affairs (ONA) is seeking a motivated, committed and team-oriented nurse to serve as the Nursing Improvement, Performance Initiatives, and Standardized Procedure/ Protocol Coordinator. The Assistant Nursing Director, Administration (ANDA) position is a full-time permanent position and reports to the Los Angeles County Department of Health Services (LACDHS) ONA Nursing Director, Administration (NDA).

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

- Coordinates DHS nursing improvement and performance initiatives (e.g. Zone nursing, patient falls prevention).
- Supervises the DHS Nursing Task Forces.
- Coordinates the Nurse Sensitive Indicators (NSIs)/CALNOC Liaisons.
- Collaborates with the LACDHS Competency Program staff on annual competency validation.
- Collaborates with SMEs to establish standardized DHS nurse training programs that are aligned with current research and evidence-based practice.
- Benchmarks nurse sensitive indicator data internally and externally using local and national standards.
- Analyzes nurse sensitive indicator data and makes recommendations for performance improvements to the DHS CNO Council.
- Makes recommendations on strategies to validate training program competency and optimize clinical performance to the CNO Council.
- Works with clinical leadership across disciplines in conducting focused projects and initiatives. Develops tools and determines resources for effectively addressing problems.
- 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.
- Identifies and evaluates new nursing education systems and technology that can enhance DHS nursing practice related to performance improvement.
- Supervisory responsibilities for the ONA staff.

**Desirable Qualifications:**

- Minimum of three (3) years of recent Nursing Administrative and Operations experience within the past 7 years
- Must have leadership abilities with documented implementation of projects and program management
- Must have experience with NSIs, teamstepps, lean methodology, just culture, and Performance Improvement projects.
- 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, Memorandum of Understanding (MOU's), Centers for Medicare and Medicaid Services (CMS), Title XXII 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 Assistant Nursing Director, Administration 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](mailto:amsandoval@dhs.lacounty.gov)

Office of Nursing Affairs

313 N. Figueroa St. Room

908 Los Angeles, CA 90012

213-240-7702

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

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

07/10/19