



Harbor-UCLA
MEDICAL CENTER

Nurse Staffing Office

Registered Nurse I

Salary: \$6,511.94 - \$9,486.66 Monthly

Vacancy Announcement

Position Information: Harbor-UCLA Medical Center Nurse Staffing Office (NSO) is currently seeking a highly qualified Registered Nurse I for the position of Staffer. This position works closely with the charge nurse, nurse managers and/or house supervisors. The Registered Nurse I will report to a Supervising Clinic Nurse I and/or Nurse Manager.

Responsibilities Include But Are Not Limited To The Following:

- Able to assess the needs of the nursing department.
- Provides comprehensive overview of the staffing needs throughout the nursing department.
- Collaborates with the house supervisors as needed to ensure adequate staffing for safe patient care.
- Calls and verifies that all staff and Sitters are accounted for.
- Make calls for staffing shortage if needed.
- Inputs staffing changes, schedules, call offs and daily staffing worksheet.
- Runs staffing line-up.
- Ensures call offs are coded appropriately in ANSOS application.
- Checks the appropriateness of the need for a sitter.
- Cost deviates all float pool nursing attendants in ANSOS application.

Desirable Qualifications:

- Excellent attendance
- Excellent customer service
- Computer literate and internet proficiency
- Excellent written/verbal communication and typing skills, and able to work independently
- Self-motivated, detailed oriented, and ability to work with minimum instructions/supervision
- Minimum two years of full time medical-surgical experience as a Registered Nurse in an acute care hospital
- Able to handle a high volume of calls
- Able to handle a high volume of staff seeking assistance
- Able to run daily reports

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:

Richard Guitche, RN (rguitche@dhs.lacounty.gov)

Alan Noel (alnoel@dhs.lacounty.gov)

Nurse Recruitment and Retention Center, Harbor-UCLA Medical Center

1000 W. Carson St. Building D3.5

Torrance, CA. 90509

Phone (424) 306-8640 Fax (310) 787-0065

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

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

08/12/19