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Job details

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Bulletin Number	12573BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	SUPERVISING STAFF NURSE I, SHERIFF
Exam Number	253402
Filing Type	Standard
Filing Start Date	11/08/2012
Filing End Date	11/26/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6318.60
Salary Maximum	9205.01
Position/Program Information	Supervises nursing activities on a ward or in a clinic in a large Sheriff's Custody facility infirmary or an outlying custody facility for a shift.
Essential Job Functions	<p>Supervises a group of registered nurses, nursing assistants and attendants providing nursing care and treatment to inmate patients on an assigned in-patient area or in a clinic.</p> <p>Prepares and supervises the implementation of patient care plans for individual inmate patients admitted to the custody facility's hospital infirmary.</p> <p>Schedules continuing education and training and assigns work to subordinates, observes work progress by making ward rounds, and prepares formal performance evaluations for professional and auxiliary nursing personnel.</p> <p>Interprets and explains department policies, procedures and regulations to subordinates, visitors, and outside agencies.</p> <p>Implements standardized Medical Services procedures, where clinically indicated.</p> <p>Supervises clerical staff who provide support and ancillary services on an assigned ward or in a clinic.</p> <p>Provides direct care to inmate patients, as necessary.</p> <p>Orders special diets for inmate patients with illnesses such as diabetes and cardiac disease.</p> <p>Participates in the conduct of in-house nursing care quality-improvement studies.</p> <p>Collaborates with departmental, County, and professional health care providers concerning patient care issues and their solutions.</p> <p>Provides relief in the absence of the Nurse Manager, who serves as shift or facility nursing manager.</p>

	Responds to medical emergency situations throughout the facility and provides emergency care such as basic life support and first aid.
Requirements	<p>SELECTION REQUIREMENTS: Two years' lead experience* as a licensed registered nurse providing professional nursing care to inmate patients in a Sheriff's custody facility of the County of Los Angeles.</p> <p>LICENSE REQUIREMENT: Current possession of a valid active permanent Registered Nurse license** issued by the State of California Board of Registered Nursing.</p>
Physical Class	Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.
License(s) Required	** A copy of a current valid active permanent Registered Nurse license issued by the State of California Board of Registered Nursing must be submitted at the time of filing.
	A valid California Class C Driver License -OR- the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	<p>*Lead experience is defined as providing nursing guidance to a group of professional nursing personnel engaged in direct inmate patient care activities by assigning work, training new subordinates, making rounds to observe work progress, giving instructions to nursing staff to ensure that work is done in accordance with Sheriff's Department policy and acceptable nursing practices, and making recommendations to supervising nurses regarding employee performance.</p> <p>Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter (VOEL) approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.</p> <p>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.</p>
Examination Content	<p>This examination will consist of an evaluation of experience based on application information weighted 50% and an Appraisal of Promotability weighted 50%. The Appraisal of Promotability will evaluate Job Preparation/Professional Nursing Practice, Interpersonal Skills and Verbal/Written Communication and Comprehension, Analytical and Decision-Making Ability, Work Skills, Adaptability, Dependability, and Ethics, and Leadership.</p> <p>CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.</p>
Special Information	Appointees may be required to work any shift, including evenings, nights, holidays, or weekends.

Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health.
Eligibility Information	The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible list.
Available Shift	Any
Job Opportunity Information	Restricted to permanent employees of the Department of Mental Health who have successfully completed their initial probationary period.
Application and Filing Information	ON-LINE FILING ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, EMAIL, FAX OR IN PERSON.

INSTRUCTIONS FOR FILING:

Applicants are required to complete and submit a standard online Los Angeles County Employment Application in order to be considered for this examination. Paper applications, resumes, and/or any unsolicited material will not be accepted in lieu of online applications.

Applicants must submit their completed application by 5:00 pm, Pacific Standard Time(PST), on the last day of filing.

TO APPLY, click on the link above or below this bulletin which say, **Apply to Job** . Documents such as VOEL and/or copy of license/s must be uploaded as an attachment during application submission -or- sent by fax to (213) 637-5892 within five (5) business days of filing online or by the last day of filing, **whichever comes first** . Please include your Name, Exam Number and the Exam Title on the faxed documents.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete information. License information must include name of license, license number, original date of issue, and expiration date. Work experience must include employer name and address, job title, complete dates of experience(mm/dd/yy), total number of hours worked per week - not a range of hours (full or part-time), complete and detailed description of your job duties, and supervisor name and contact information. Resumes or any unsolicited materials will not be accepted in lieu of completing the online Los Angeles County Employment application. Applications may be rejected at any stage during the selection process.

All information supplied by applicants is subject to verification .

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los

Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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ADA Coordinator Phone (213)738-2823
California Relay Services Phone (800) 735-2955
Job Field Nursing
Job Type Professional

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