

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER

REGISTERED NURSE I

Position Summary: Seeking a highly qualified Registered Nurse to serve as a clinic coordinator for the Division of Endocrinology.

Primary Job Duties:

- Coordinates outpatient care services
- Manages clinics
- Responsible for evaluating and scheduling referrals for Endocrinology outpatient services
- Assists with improvement of clinical activities in the division
- Interacts with faculty, trainees, other staff and patients

Qualifications:

- Knowledge of ORCHID, Microsoft Office, Referral Processing System, and other database preferred
- Demonstrates good communication, interpersonal, organizational and administrative skills
- Must be flexible, team player, self-motivated and patient care oriented
- Must demonstrate desire and ability to learn and grow

Applicants must currently be on the certified list for RN I or interested in a lateral transfer. Qualified applicants will be scheduled for an interview. For interested candidates, please submit a cover letter of interest along with copy of your resume, performance evaluation and your attendance record for the past two years:

Linda Gren or E. Angela Flores
Administrative Assistants

Via email: gren@labiomed.org or humcendocrine@labiomed.org

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