



Harbor-UCLA
MEDICAL CENTER

**NURSING FISCAL & MANAGEMENT SYSTEM COORDINATOR
ASSISTANT NURSING DIRECTOR, ADMINISTRATION**

Definition of Position:

The Nursing Fiscal & Management Systems (NFMS) Coordinator is a liaison between the Nursing Department and other departments at Harbor-UCLA and within DHS and Los Angeles County, creating collaboration and connection among stakeholders and information sources. The NFMS Coordinator assists in the direction and management of administrative nursing programs related to finance, information systems, human resources, staffing, and scheduling. This includes responsibility for oversight and coordination of the Nursing Department personnel budget, resource allocation and utilization, and fiscal program planning to support patient care operations, and improve efficiency, service effectiveness and capacity management, and financial performance.

Job Relationship:

Reports to the Chief Nursing Officer/Chief Operations Officer

Job Knowledge:

- Working knowledge of financial management, budgeting, accounting, civil service rules, county code, labor MOUs, Title XXII, CMS, and accreditation standards, and DHS/ Harbor -UCLA Policies and Procedures
- Working knowledge of staffing and human resources management, project management, process redesign, quality improvement, and data analysis
- Knowledge of health care industry trends and legislation impacting nursing workforce program, personnel, and practice at the local, state, and national level
- A consultant or expert, providing updates and controls vacancy items to facilitate implementation of cost effective changes.
- Communicates and works collaboratively with Clinical Directors, Nurse Managers, Human Resources Department, Education Department, and Nurse Recruitment and Retention Center for hiring and retention program

Qualifications:

- Current State of California RN license, BLS, and DHS and Harbor-UCLA competencies and skills assessment. On ANDA list or encumbering an existing ANDA item
- Bachelor's Degree in Nursing, Administration, or health related field - Master's degree preferred
- Excellent communication skills and attention to detail
- Proficient level of computer skills, word processing, spreadsheet creation and use, eHR timekeeping, Affinity, and One Staff scheduling system

Interested candidates, please submit a cover letter, resume, 2 years performance evaluations and last two years' time records to:

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

Alan Noel, RN (anoel@dhs.lacounty.gov)

Nursing Recruitment and Retention Center-N-25, Room 107

1000 West Carson Street, Torrance, CA 90509

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EOS 3-20-15

Subject to closure without prior notice