

Harbor-UCLA Medical Center

Job Opportunity

Supervising Staff Nurse I

Ambulatory Care Clinics

Position Summary: Seeking a qualified nurse to supervise nursing activities, patient care, and perform professional nursing duties in the Ambulatory Care Clinic Setting.

Primary Job Duties:

- Supervises clinic activities and interacts with other departments to coordinate patient care
- Makes assignments based on patient care needs and employee competencies.
- Supervises staff and performs direct patient care when necessary.
- Interprets, communicates and enforces hospital and nursing policies and standards of practice.
- Identify problems, assist in data gathering, propose solutions and participate in evaluation of quality assurance issues.
- Work with patient and their families to provide outpatient follow-up through teaching and referral.
- Participate in educational programs to maintain level of expertise.
- Formally evaluates employee performance.
- Conducts audits for safety, electronic medical record documentation, management, and environmental rounds.
- Updates daily staffing schedule and projects staffing needs.
- Communicates daily with nurse manager.
- Acts as unit resource.

Qualifications:

- License to practice as a Registered Nurse issued by the California Board of Registered Nursing
- Being current and reachable on the Supervising Staff Nurse I certification list or currently on the Supervising Staff Nurse I item
- Current BCLS
- Strong written/verbal communication and people skills
- Excellent critical thinking, problem-solving skills and a high degree of initiative
- Ability to manage multiple assignments simultaneously.
- Proficient in Microsoft Word, Excel, and PowerPoint

Interested applicants, please submit a cover letter, a copy of your resume, performance evaluation and your attendance documentation for the past two years to:

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

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

Nurse Recruitment and Retention Center – Building N 25 Room # 107

Harbor-UCLA Medical Center

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Position will remain open until the needs of the service are met.