

**Harbor-UCLA Medical Center**  
Job Opportunity  
**Supervising Staff Nurse I**  
**Pediatric Ward and Progressive Care Unit**

***Position Summary:*** Seeking a qualified nurse to supervise nursing activities, patient care, and perform professional nursing duties in the Pediatric Ward and Progressive Care Unit.

***Primary Job Duties:***

- Supervises shift operations and coordinates admissions, transfers and discharges.
- 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.
- Formally evaluates employee performance.
- Conducts patient care rounds and audits for safety, medical record, pain 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 and PALS Certifications
- Chemotherapy Certification (preferred)
- 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](mailto:Alnoel@dhs.lacounty.gov))  
Richard Guitche, RN ([rguitche@dhs.lacounty.gov](mailto:rguitche@dhs.lacounty.gov))  
Nurse Recruitment and Retention Center – Building N 25 Room # 107  
Harbor-UCLA Medical Center  
1000 West Carson Street  
Torrance, CA 90509  
Phone: (310) 222-2512  
Fax: (310) 787-0065

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