



**LABioMed**

Los Angeles  
Biomedical  
Research Institute  
at Harbor-UCLA Medical Center

## **JOB ANNOUNCEMENT**

**Job Title:** Program Coordinator (Registered Nurse)  
**Status:** Full Time  
**Job Requisition:** 16-008  
**Dept.:** Pediatrics  
**Date Open:** 2/1/2016  
**Compensation:** Salary Commensurate with Experience  
**Work Schedule:** Mon- Fri, 8 am to 5 pm

*\* If you are unable to apply following our standard procedures and need accommodation, please contact us at (310) 222-3616.*

### **Job Requirements:**

Bachelor's or Master's prepared CA Registered Nurse with minimum of 2 years neonatal, pediatric or maternal child health nursing experience. Must have excellent organizational skills, communication skills and ability to assess and prioritize. Must be able to work independently and as part of a multi-disciplinary team. Proficient with professional documentation in EHR and database management using Microsoft Office suite including Excel and Word; Valid California driver's license and proof of valid licenses and/or certifications; Bi-lingual Spanish preferred.

### **Description of Duties:**

- Provides case management of newborn screening referrals for babies born in San Bernardino and Los Angeles Counties; follows and tracks positive, early verifications, post transfusion and inadequate screens through completion or diagnosis and treatment;
- Facilitates referrals to physician offices, clinics, CCS Special Care Centers and specialists;
- Provides consultation, education and technical assistance with Quality Assurance objectives; including site visits to perinatal facilities, midwives and birth registrars;
- Maintains data management and reporting;
- Assists with development and implementation of annual educational QA plan.

*\*Position requires a background check and health clearance*

**Please apply on-line @ [www.labiomed.org](http://www.labiomed.org)**

**"Equal Opportunity Employer – AA/M/F/Vet/Disability**