



**STATE OF NEVADA**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**AGING AND DISABILITY SERVICES DIVISION**  
**ADMINISTRATIVE OFFICES**

**CAREER OPPORTUNITY**

**AGENCY MANAGER, DESERT REGIONAL CENTER**

**Aging and Disability Services Division** is seeking a Full-Time **Agency Manager** in Clark County. ADSD provides an atmosphere of innovative thinking, teamwork, friendly co-workers, and promotes a positive work environment. The mission of the Aging and Disability Services Division (ADSD) is to provide leadership and advocacy in the planning, development and delivery of a high quality, comprehensive support service system across the lifespan to allow all of Nevada's elders, children and adults with disabilities or special health care needs, to live independent, meaningful and dignified lives.

DRC has 300 employees and provides 24 hour awake services at the Desert Developmental Center Intermediate Care Facility serving 48 individuals with an intellectual disability or related condition, in addition to approximately 5,000 individuals in community services programs. The incumbent must maintaining effective working relationships with all system stakeholders including consumers, families, local community providers and advocates involved in quality services provided to the population of persons with intellectual disabilities. This position has leadership responsibilities for all operations and staff including administrative, finance, client care and treatment, human resources and training, quality assurance, human rights compliance, legal affairs, public relations as well as collaboration with community based service contract providers and advocacy groups. The position requires active participation in all aspects of regional planning for the delivery of publicly funded intellectual disability services. Develops and monitors an annual budget of more than 100 million. This position is responsible to ensure compliance with applicable laws, licensure and funding requirements; establishes and assures implementation of admission/discharge criteria and waiting list priorities; develops and implements performance indicators and reporting mechanisms and quality assurance/improvement efforts; receives and responds to feedback from consumers and advocacy groups regarding services provided and unmet needs; monitors and evaluates clinical services, and fiscal performance indicators; and develops and implements corrective action plans as required by Medicaid and Health Care Quality and Compliance.

Incumbents will be expected to have the knowledge, skills, and abilities to:

- Expertise in Nevada behavioral health treatment delivery systems and issues pertaining to individuals with intellectual/developmental disabilities and co-occurring mental health disorders
- Excellent leadership, planning, budgeting, management, supervisory, and organizational skills
- Considerable technical knowledge and expertise in the areas of community and specialty systems administrative practices
- Extensive knowledge and expertise of compliance monitoring, program reviews, resource management and operations support
- Expert technical and clinical knowledge of best practices, national trends and policy initiatives on the federal level that can impact the Nevada service delivery system
- Considerable understanding of the policies, procedures and funding mechanisms of the state and federal programs that govern mental health, developmental disabilities and substance abuse services
- Exceptional communication orally and in writing with agency staff, other state agencies, service providers, stakeholder groups, legislative committees and various advisory councils



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(continued)**

- Ability to analyze data, evaluate programs and develop reports
- Ability to work independently, in small groups, and lead large ad hoc cross-agency teams
- Knowledge of Medicaid, Medicare, and other reimbursement regulations

Management prefers applicants with working knowledge of federal ICF/IID regulations, 1915(c) waivers, community service systems for individuals with I/DD, evidence-based practices for individuals with I/DD and knowledge of the Olmstead Decision.

**EDUCATION AND EXPERIENCE:**

A Master's degree from an accredited school in clinical psychology, clinical social work, counseling, or a closely related academic field, and four years of management experience in a complex human service delivery organization requiring integration of services with a variety of public and private sector agencies, all four years of which included program budget responsibility, two years of which required managing multiple program units and supervision of professionals in a clinical setting OR an equivalent combination of education and experience.

**SALARY AND BENEFITS:** As a full-time position compensation is up to \$113,436.00 annually. Excellent benefits package including health, dental and vision insurance, Public Employees Retirement Plan, paid vacation, and no state, county, city or social security tax!

For further information or **to apply**, please submit your curriculum vitae with a letter of interest to: Sherri Vondrak, Human Resource Officer, Aging and Disability Services at [SVondrak@adsd.nv.gov](mailto:SVondrak@adsd.nv.gov), 3416 Goni Rd. D-132, Carson City, NV 89706 Fax: (775) 687-0574

***Aging and Disability Services Division is dedicated to assist all of Nevada's elders, children and adults with disabilities or special health care needs, to live independent, meaningful and dignified lives to the greatest extent possible!***