



DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIRECTOR'S OFFICE  
4126 Technology Way, Suite 100  
Carson City, Nevada 89706  
Telephone (775) 684-4000 • Fax (775) 684-4010

**DIVISION ADMINISTRATOR, CHILD & FAMILY SERVICES**  
Position located in Carson City, NV  
**Salary to \$124,181 (employee-employer-paid retirement plan)**

The Department of Health and Human Services (DHHS) is seeking qualified candidates for the position of Administrator, Division of Child and Family Services. The incumbent in this position reports to the Director of DHHS and will provide leadership, direction, and executive oversight in the areas of child welfare, mental health programs for children, and juvenile justice. Responsibilities include administration and overall management oversight of three widely complex children's services program areas:

Child Welfare: The Division delivers direct child protective services, foster care, adoption and independent living services, and foster care licensing in fifteen rural Nevada counties. In addition, the Division maintains statewide oversight for two urban county child welfare agencies. Finally, the Division is responsible for the oversight of the Interstate Compact for the Placement of Children, development of statewide child welfare policies, the review of child deaths in Nevada, and various other child welfare related activities.

Juvenile Justice Services: The Division operates juvenile justice residential facilities which house Nevada's most complex juvenile justice youth and which provide housing, education, vocation training, behavioral health services, and re-entry planning. Following release from a state-operated facility, the Division includes the Nevada Youth Parole Bureau which provides supervision and case management services designed to assist with successful youth re-entry in the community. The Division works closely with local juvenile justice agencies to develop and implement best practices, target funding for successful interventions, and ensure compliance with various state and federal laws.

Mental/Behavioral Health Services: The Division provides community-based and outpatient mental health services provided to children and families, many of whom would enter the child welfare or juvenile justice systems without appropriate treatment and intervention. The Division's nationally recognized program Wraparound in Nevada (WIN) provides children with serious emotional disturbances intensive targeted case management services. Mental health programming also includes early childhood services, mobile crisis, residential care such as family learning homes, a residential treatment center for adolescents, and an acute adolescent psychiatric treatment center.

Recently, the Division has worked through a System of Care grant to transform Nevada's children's mental and behavioral health system.

General Administration: Leadership of the Division includes managing numerous budgets and grants with a cumulative annual operating budget of approximately \$260 million. The Division employs approximately 965 staff. Regular testimony, advocacy, and informational presentations before the Nevada Legislature, the Nevada Board of Examiners and other administrative bodies is required.

This is an unclassified position and serves at the pleasure of the Director of the Department of Health and Human Services. Regular statewide travel is required.

**Qualifications:** A Bachelor's degree or Master's degree with major course work in social work, criminal justice, business administration, public administration or other related field and a minimum of four years executive/senior management experience which included planning and administering a comprehensive child services system and demonstrated knowledge and experience in the law, theories and principles related to children services; best practices in child welfare/juvenile justice/childhood mental health; program planning, development and evaluation; public administration to include policy development, human resources management and administration of a complex budget; the legislative process to include working cooperatively with legislators and supporting legislation, programs and budgets before legislative committees; collaborating with governmental partners, private entities and families to develop and implement programs and services; OR an equivalent combination of education and experience.

**BENEFITS:** Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

**TO APPLY:**

Submit résumé to: Deborah A. Harris, M.A.  
Deputy Director, Administrative Services  
Nevada Department of Health & Human Services  
4126 Technology Way, Suite 100  
Carson City, NV 89706  
e-mail: [dharris@dhhs.nv.gov](mailto:dharris@dhhs.nv.gov)

Résumé must include a detailed description of employment history to include name and title of direct supervisor, along with employer's address and contact information, scope of responsibility, reasons for leaving, salary history, and professional references. **The attached supplemental questionnaire must be completed and submitted with your résumé.** A criminal history background check is required as a condition of employment. In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Open until recruitment needs are satisfied.

**SUPPLEMENTAL QUESTIONNAIRE**

**DIVISION ADMINISTRATOR**  
**Division of Child and Family Services**

YOUR NAME: \_\_\_\_\_

PLEASE PROVIDE YOUR CURRENT OR MOST SIGNIFICANT EMPLOYER RELATED  
MANAGERIAL EXPERIENCE IN THE FOLLOWING AREAS:

STRATEGIC PLANNING,

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PROJECTS AND PROGRAMS,

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BUDGETS,

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LEGISLATION,

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POLICY DEVELOPMENT,

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YOUR EXPERIENCE WITH PLANNING AND ADMINISTERING A COMPREHENSIVE CHILD  
SERVICE SYSTEM:

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YOUR JOB TITLE: \_\_\_\_\_

THE TITLE OF THE PERSON YOU REPORT TO:

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YOUR ANNUAL BASE SALARY: \_\_\_\_\_

TOTAL NUMBER OF STAFF IN THE ORGANIZATION: \_\_\_\_\_

TOTAL NUMBER OF STAFF THAT REPORT DIRECTLY TO YOU: \_\_\_\_\_

INDIRECTLY TO YOU: \_\_\_\_\_

JOB TITLES OF STAFF THAT REPORT TO YOU:

DOLLAR AMOUNT OF ORGANIZATIONAL BUDGET FOR WHICH YOU ARE RESPONSIBLE, IF ANY: \$ \_\_\_\_\_

FUNDING SOURCES FOR THE BUDGET: \_\_\_\_\_

WHY DO YOU BELIEVE YOU ARE QUALIFIED TO LEAD THE DIVISION OF CHILD AND FAMILY SERVICES?

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