



*State of Nevada
Department of Health and Human Services
Division of Public and Behavioral Health
Northern Nevada Adult Mental Health Services*

Accepting resume/CV for:
AGENCY MANAGER

Northern Nevada Adult Mental Health Services (NNAMHS) is currently considering applicants for the position of Agency Manager at Dini-Townsend Hospital, an unclassified position with the State of Nevada.

NNAMHS is located in Reno/Sparks, near beautiful Lake Tahoe in Northern Nevada which offers a destination location to live, work and play. NNAMHS is a State of Nevada agency whose mission is to provide psychiatric treatment and rehabilitation services in the least restrictive setting to support personal recovery and enhance quality of life. As an innovator in program design and advanced service delivery systems, we provide a full range of service offerings to best meet the needs of our community. We are accredited by the Centers for Medicare and Medicaid Services and by the Joint Commission.

DESCRIPTION: This position serves as the administrator for Dini-Townsend Hospital. The incumbent will manage all non-physician administrative and direct patient care operations. This includes administrative oversight of Nursing, Social Work, Recreational Therapy, Laboratory, Pharmacy, and Counseling services. The Agency Manager will collaboratively coordinate patient care services with the Statewide Medical Director and the State Health Officer; will establish agency goals, objectives, policies, and procedures; ensure the agency achieves these goals and its mission; ensure proper accountability is maintained; integrate programs with other state and community services; mediate and facilitate resolution of organizational conflict; fiscal management and budget development; and coordinate program services with other stakeholders including, but not limited to: courts, law enforcement, universities, other state and governmental agencies, community groups, and the service delivery network.

EDUCATION AND EXPERIENCE: Master's degree from an accredited school in clinical psychology, clinical social work, counseling, or a curriculum related to the option/s identified, and four years of post-Master's degree 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 the option/s identified; **OR** a Ph.D. from an accredited college or university in clinical psychology, clinical

social work, counseling, or a curriculum related to the option/s identified, and two years of post-Master's degree management experience in a complex human service delivery organization requiring integration of services with a variety of public and private sector agencies, all of which included responsibility for the development and management of program budgets, and management of multiple program units and supervision of professionals in the option/s identified; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and two years of experience as described above.

ABILITY TO: develop and manage budgets from multiple funding sources; provide effective legislative testimony; manage and integrate administrative and operational functions; communicate effectively through written and verbal methods; mediate and facilitated organizational conflict resolution; develop and communicate shared vision; and develop and implement long-range plans.

SALARY AND BENEFITS: Potential earnings for full time up to \$107,973 per year (Employee/Employer paid retirement). Excellent benefits package including health, dental and vision insurance; Public Employees Retirement Plan; three (3) weeks paid vacation accrual annually; three (3) weeks sick leave accrual annually; eleven (11) paid holidays; deferred salary opportunity; and no social security tax. Additionally, Nevada offers its workers the advantage of no State income tax. Relocation assistance may be available.

POSITION OPEN TO: All qualified candidates

Submit Resume/CV to:

**Annette Altman, Personnel Analyst
480 Galletti Way, Sparks, NV 89431**

**aaltman@health.nv.gov
(775) 688-2034**

SPECIAL INSTRUCTIONS:

In subject line please reference: Agency Manager/Dini-Townsend

Resumes must include a detailed description of education and employment history to include name and address of employers, scope of responsibility, reasons for leaving, salary history, and professional references.

Resumes will be accepted until recruitment needs are satisfied.