

Steve Sisolak
Governor

Richard Whitley, MS
Director



DEPARTMENT OF
HEALTH AND HUMAN SERVICES
Division of Public and Behavioral Health
Helping people. It's who we are and what we do.



Lisa Sherych
Administrator

Ihsan Azzam, Ph.D., M.D.
Chief Medical Officer

Unclassified Job Announcement
HOSPITAL ADMINISTRATOR – SNAMHS
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
SALARY: \$120,344 (Employee/Employer paid retirement schedule)

RECRUITMENT OPEN TO: All qualified applicants.

RECRUITING FOR: The Division of Public and Behavioral Health is seeking qualified applicants for the position of Hospital Administrator for **Southern Nevada Adult Mental Health Services (SNAMHS)**. This position is located at the Rawson Neal Psychiatric Hospital at 1650 Community College Drive in Las Vegas. Under administrative direction, the Hospital Administrator will plan, organize, and direct non-physician administrative and patient care operations at Southern Nevada Adult Mental Health Services (SNAMHS) which will include 274 licensed civil and forensic beds and a full range of outpatient and support services for individuals with mental illness.

Our Agency's mission is to help adults with mental illness improve their quality of life. Through a team approach, we provide innovative inpatient and outpatient mental health services for the Southern Nevada community. Some of the valuable services we provide include, Inpatient Civil and Forensic Services, Mobile Crises, Outpatient Counseling, Service Coordination, Intensive Service Coordination, Medication Clinic, Urgent Care Clinics, Residential Support Programs, Mental Health Court, Consumer Advocacy and Programs for Assertive Community Treatment (PACT) teams. Inpatient services are provided in two hospital buildings on the West Charleston campus. Outpatient services are provided through three urban mental health clinics and two rural behavioral health clinics located throughout the community. SNAMHS is certified by the Centers for Medicare and Medicaid Services (CMS) and accredited by The Joint Commission. SNAMHS is an exciting place to work with emphasis on utilizing the recovery model, developing innovative programs, increasing consumer and family involvement, educating the public through a variety of activities, and implementing a best practices clinical program.

The position serves as Hospital Administrator for all inpatient acute care adult psychiatric hospital beds. Incumbent will manage all non-physician administrative and direct patient care operations. This includes administrative supervision of the Administrative Services Officer, Director of Nursing, Social Work Director, Allied Health Services Supervisor, Pharmacy, Health Information Services Director, Laboratory Services Manager, and operational managers. The Hospital Administrator will collaboratively coordinate patient care services with the Statewide Medical Director and the State Health Officer. The Administrator will establish hospital goals, objectives, policies, and procedures; ensure the agency achieves these goals and its mission to provide psychiatric treatment and rehabilitation services in the least restrictive setting to support personal recovery and quality of life; ensure proper accountability is maintained; integrate programs with other state and community services; mediate and facilitate resolution of organizational conflict; fiscal management and coordination of budget development in collaboration with Division, and SNAMHS Business Office; develop and communicate shared vision for quality and outcomes of service delivery throughout the organization;

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.

This position is responsible for ensuring compliance with The Joint Commission and CMS standards, as well as established laws, regulations and SNAMHS policies. Position reports to the Division of Public and Behavioral Services' Deputy Administrator for Clinical Services. **This is a full-time exempt position with an anticipated work schedule of 8am to 5pm Monday through Friday.**

QUALIFICATIONS: Bachelor's degree from an accredited college or university in public health, health sciences, health administration, business administration, social services or related field and three years of professional experience performing or managing patient care activities in a hospital or medical-related setting including clinical areas such as nursing, therapy, medical records, or hospital administration plus three years of managerial experience over multiple programs in a complex human service delivery organization requiring integration of services with a variety of public sector and private agencies, responsibility for management of program budgets, and supervision of professionals; OR bachelor's degree from an accredited college or university in public health, health sciences, health administration, business administration, social services or related field and three years of professional experience performing or supporting patient care activities in a mental health or intellectual disability service delivery setting including clinical areas such as nursing, therapy, medical records, or hospital administration plus three years of professional experience in a complex human service delivery organization implementing and monitoring performance-based management processes to ensure clinical goals involving patient care are met in accordance with state and federal requirements, requiring supervision of professionals and preparation of comprehensive reports.

BENEFITS: Benefits include a retirement system, medical, dental, life and disability insurance programs, 11 paid holidays, 15 paid sick and 15 annual leave days. SNAMHS provides continual on-going training and education to our staff, including paid release time for attending trainings and the availability of on-site CEU's.

LOCATION: The position will be located in Las Vegas.

To Apply:

Submit resume to:
Elisa Diaz-Betterley
Human Resources Analyst I
1321 S. Jones Blvd.
Las Vegas, NV 89146
(702) 486-0837
ecdiaz@health.nv.gov

Resume must include a detailed description of employment history to include name and addresses of employers, detailed scope of responsibility, reasons for leaving, salary history, and three professional references. A criminal history background check is required as a condition of employment.

This announcement will remain open until recruitment needs are satisfied.