



STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
SOUTHERN NEVADA ADULT MENTAL HEALTH  
6161 West Charleston  
Las Vegas, Nevada 89146  
Phone (702) 486-7077 • Fax (702) 486-8070

**BRIAN SANDOVAL**  
*Governor*

**MICHAEL WILLDEN**  
*Director*

**RICHARD WHITLEY, MS**  
*Administrator*

**TRACEY D. GREEN, MD**  
*Chief Medical Officer*

**Unclassified Job Announcement**  
**OUTPATIENT MANAGER – SNAMHS**  
**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**  
**SALARY: \$106,904** (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 Outpatient Manager for Southern Nevada Adult Mental Health Services (SNAMHS). The Outpatient Manager will plan, organize, implement and direct one or more mental health, and/or child development service delivery programs. Outpatient Managers manage the full range of programmatic and administrative functions of a large and complex regional or statewide service agency with multiple programs. 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 Services, Mobile Crisis, Outpatient Counseling, Service Coordination, Intensive Service Coordination, Medication Clinic, Residential Support Programs, Mental Health Court, Consumer Advocacy and Programs for Assertive Community Treatment (PACT) teams, and Assisted Outpatient Treatment (AOT) team. Outpatient services are provided through three Urban Mental Health Clinics and four Rural Behavioral Health Clinics located throughout the community.

Incumbent will manage all non-medical administrative, programmatic and direct patient care operations for outpatient services. This includes administrative supervision of the Clinical Program Managers for Community Services, the Urban Clinics and the Rural Behavioral Health Clinics. The Manager of Outpatient Services will establish outpatient clinical goals, objectives, policies, and procedures; ensure the agency achieves its mission to provide psychiatric treatment and rehabilitation services in the least restrictive setting to support personal recovery and quality of life; ensure all outpatient clinical goals are attained and 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 courts, law enforcement, universities, other state and governmental agencies, community groups, and the service delivery network. The Outpatient Manager develops and implements corrective action plans as required by CMS, as well as established laws, regulations and SNAMHS policies. This is a full-time unclassified position with an anticipated work schedule of 8am to 5pm Monday through Friday and reports to the Hospital Administrator.

**QUALIFICATIONS:** 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.

**BENEFITS:** Benefits include a retirement system, medical, dental, life and disability insurance programs, 11 paid holidays, 15 paid sick and 15 annual leave days.

**LOCATION:** The position will be located in Las Vegas.

**To Apply:**

Submit resume to:  
Michelle Carlson  
Human Resources Technician  
1321 S. Jones Blvd.  
Las Vegas, NV 89146  
(702) 486-0935  
[mcarlson@health.nv.gov](mailto:mcarlson@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.