



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
4126 TECHNOLOGY WAY, SUITE 300
CARSON CITY, NV 89706
Telephone (775) 684-4400 • Fax (775) 684-4455
dcfs.nv.gov

YOUTH PAROLE BUREAU CHIEF DIVISION OF CHILD & FAMILY SERVICES

RECRUITMENT OPEN TO: All qualified persons

RECRUITING FOR: A full-time, unclassified position located in the Division of Child and Family Services, Youth Parole.

LOCATION:

The positions location will be dependent up on the most qualified applicant. Sunshine and recreational opportunities are abundant throughout the state to include skiing, golfing, biking, off-roading, hiking, fishing and hunting and the area blends a mix of old-fashioned charm and history with modern cultural opportunities. Nevada offers affordable housing choices in high-energy city, peaceful suburban and quaint rural settings; excellent educational options for students in K-12, community colleges and universities; world-class entertainment and cultural events and unparalleled outdoor recreation opportunities.

DUTIES:

The Department of Health and Human Services (DHHS) is seeking qualified candidates for the position of Youth Parole Bureau Chief, Division of Child and Family Services (DCFS).

The Youth Parole Bureau Chief will report to either the Deputy Division Administrator for Juvenile Services or the Administrator of DCFS and will provide leadership, direction, and oversight in a statewide parole program for youth paroled from State juvenile correctional centers. Regular statewide travel is required.

Manage the operations of the Youth Parole Bureau in compliance with state statutes and regulations and ensure adequate service delivery to youth and families by determining personnel needs on a statewide basis. Coordinate youth parole activities with superintendents of youth institutions, services providers, and community partners to ensure effective aftercare planning and execution by maintaining communication and ensuring that proper case decisions are made.

Establish and maintain written youth parole policy and procedures including, but not limited to, working conditions and procedures; reporting and recordkeeping for fiscal, case and personnel areas; level and

quality of supervision and service to assigned cases; rules for payments for residential and non-residential programming. Regularly monitor staff compliance with policy and procedure.

Prepare and administer the budget for the Youth Parole Bureau to meet established goals and objectives. This is accomplished by analyzing program needs, preparing budget proposals and written justification, presenting the budget request to necessary parties and ensure that the budget is adhered to by monitoring and approving expenditures. In addition, this position will develop and define long-range program plans to ensure the appropriate distribution of work on a statewide basis and to ensure statutory requirements are met by identifying problem and need areas.

Determine bureau training needs on a regional basis and determine programs available to meet needs; provide in-service and other training opportunities through scholarships, cooperative agreements, grants or other innovative methods. Ensure that statutory requirements such as peace officer certification are met.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A Bachelor's degree or Master's degree with major course work in criminal justice, psychology, social work or closely related field and one year of supervisory experience overseeing a staff conducting casework services, making program eligibility determinations, preparing detailed reports, dealing with law enforcement agencies regarding the preparation of parole agreements, placement, program development, obtaining services, and the legal process of assigned youth; **OR** an equivalent combination of education and experience.

SALARY AND BENEFITS: Up to \$107, 001 depending on experience and qualifications. 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.

SPECIAL NOTES AND REQUIREMENTS:

A State of Nevada/FBI background check will be required as well as a Child Abuse & Neglect Central Registry (CANS) check. The applicant is responsible for all applicable fees upon hire.

Applications will be accepted until recruitment needs are satisfied.

TO APPLY:

Please submit resume along with a comprehensive cover letter describing your interest and qualifications for the position to:

Division of Child and Family Services
Attn: Michelle Bennett, Human Resources Analyst
4126 Technology Way Suite 300
Carson City, NV 89706
Email to: michelle.bennett@dcs.nv.gov

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.