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THE STATE OF NEVADA LEGISLATIVE COUNSEL BUREAU

AUDIT DIVISION

CHILD WELFARE SPECIALIST

Las Vegas, Nevada

Salary up to \$137,954 (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Child Welfare Specialist within the Audit Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Audit Division supports the Nevada Legislature by meticulously reviewing financial records and operational practices to ensure transparency, compliance and effective utilization of taxpayer funds in state government. In addition, the Audit Division fulfills child welfare responsibilities by inspecting certain children's facilities throughout Nevada and reviewing records of certain child fatalities or near fatalities. This is a full-time position located in Las Vegas, Nevada.

Position Description: Under the general supervision of the Audit Manager, the Child Welfare Specialist will conduct objective analyses of certain governmental and private facilities that have custody of and provide services to children. These inspections assess whether the facilities adequately protect the health, safety, and welfare of the children in the care of such facilities and ensure the children's civil and other rights are respected. In addition, the Child Welfare Specialist will also review child welfare agency case records of certain child fatalities or near fatalities to determine whether the case was handled in a manner consistent with state and federal law, and if any measures, procedures, or protocols could have assisted in preventing the fatality or near fatality. Initially, the Child Welfare Specialist will report to a project lead, with the potential for advancement to a lead role after gaining experience. In a lead role, the Child Welfare Specialist would be responsible for all phases of the facility inspection process. Responsibilities of the Child Welfare Specialist may include, without limitation:

- Collaborating and engaging with diverse professionals who provide various services to children;
- Conducting on-site inspections of certain governmental and private facilities for children, including, without limitation, reviewing records and interviewing management and staff to assess facility practices;
- Reviewing child welfare agency records of child fatalities or near fatalities in Nevada when such agency had prior contact with the child or family;

- Collecting, analyzing and synthesizing data to create reports and analyses for presentation to various stakeholders;
- Conducting fact-finding interviews, and ensuring thorough documentation of interactions and findings; and
- Performing other duties as assigned.

Please see the Audit Division's [website](#) for more information about its work and services.

Minimum Qualifications: The Child Welfare Specialist will be selected with special preference given to the candidate's training, experience, and aptitude in the field of social work or child welfare. A qualified candidate must have: (1) a social work license; or (2) a master's degree in social work, sociology, psychology, human services, health care, public health or a related field; or (3) the ability to obtain such a license or degree within the first year of employment. Prior experience in social work, child welfare, family services, quality assurance, performance improvement or facility licensing is preferred.

The ideal candidate will demonstrate:

- Effective verbal and written communication skills, including tact and persuasion;
- The ability to identify, understand and summarize key processes and operations;
- Strong critical thinking skills;
- The ability to navigate difficult topics and questions;
- Proficiency in researching and analyzing data from various sources;
- Strong organizational and time management skills;
- The ability to adapt to new processes and changing environments; and
- Experience collaborating with diverse colleagues and stakeholders, with the ability to effectively build and maintain cooperative working relationships.

Salary: The annual salary for this position is based upon a Grade 43, which has a salary range of \$91,496 to \$137,954 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a typical office environment with a hybrid work schedule available. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Child Welfare Specialist may earn compensatory time that can be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits. In-state travel is required. Such travel may be outside normal business hours.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter, college transcripts and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, Nevada 89701-4747

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The successful candidate must undergo a background check.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 2/5/2025)