

Joe Lombardo  
Governor

Richard Whitley, MS  
Director



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

AGING AND DISABILITY SERVICES DIVISION  
*Helping people. It's who we are and what we do.*



Dena Schmidt  
Administrator

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### Aging and Disability Services Division

## Agency Manager (U5304)

Annual salary up to \$151,108

**Aging and Disability Services Division (ADSD)** is accepting resumes for qualified applicants for the position of Agency Manager of the Desert Regional Center – Intermediate Care Facility. ADSD is seeking to fill this unclassified position to lead the 24-hour Facility. ADSD provides an atmosphere of innovative thinking, teamwork, and promotes a positive work environment. The mission of ADSD is to empower individuals and their support systems by providing resources for disabilities and aging - connecting Nevadans to services and improving their quality of life.

**DESCRIPTION:** The Aging and Disability Services Division is seeking a dynamic leader for the position of Agency Manager of Desert Regional Center, Intermediate Care Facility for Individuals with Intellectual Disabilities. The Desert Regional Center (DRC) Intermediate Care Facility (ICF) has the capacity to serve 48 individuals with intellectual or developmental disabilities and provides 24-hour support. The Agency Manager plans, organizes, and directs all operations of the DRC ICF including establishing goals, objectives, policies, procedures; monitors and evaluates program performance. This position provides leadership, mentorship, and direction to facility managers and staff. This position is responsible to ensure compliance with applicable laws, licensure and funding requirements; establishes and assures implementation of admission/discharge criteria and waiting list priorities; develops and implements strategies to improve performance, streamline operations, and enhance service quality; foster a culture of accountability, collaboration and continuous improvement; manage budgets and resource allocation; and develops and implements corrective action plans as required by Medicaid and Health Care Quality and Compliance.

**EDUCATION AND EXPERIENCE:** A Bachelor's degree from an accredited school in psychology, social work, health, counseling, social science, 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 OR an equivalent combination of education and experience.

**PREFERRED EXPERIENCE:** Individual who has operational and leadership experience within a healthcare facility or similar environment. Knowledge of CMS Standards, State and local codes and standards.

**POSITION LOCATION:** Las Vegas, Nevada

**SALARY AND BENEFITS:** Compensation is up to \$151,108 annual salary. *Salary Range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is available with a reduced gross salary.* Excellent benefits package of medical, dental and vision care, as well as life and disability insurance; paid holidays; generous leave benefits; contribution to the secure defined-benefit retirement plan (NV PERS) and no state, county, city, or social security tax. Other employee benefits such as deferred compensation plans are available. State

employees do not contribute to Social Security. Long-term employees enjoy additional benefits. For additional information, please visit the Nevada Division of Human Resource Management at <http://hr.nv.gov/>, the Nevada Public Employees Benefits at <http://pebp.state.nv.us/>, and the Public Employees Retirement System of Nevada at <http://nvpers.org/>.

For further information or **to apply**, please submit your resume or Curriculum Vitae with a letter of interest and three (3) professional references to:

Cristina Petrilla  
Human Resources Analyst 2  
7125 Pollock Drive  
Las Vegas, NV 89119  
T: (702) 486-6516  
[cristina@adsd.nv.gov](mailto:cristina@adsd.nv.gov)

In the Subject line, please reference: **Agency Manager**

Resumes will be accepted until recruitment needs are satisfied. ADSD is an equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate based on race, color, national origin, religion or belief, age, sex, sexual orientation, pregnancy, genetic information (GINA), or gender identity and expression.

*Ageing and Disability Services Division is dedicated to assist all of Nevada's older adults as well as children and adults with disabilities or special health care needs, to live independent, meaningful, and dignified lives to the greatest extent possible!*