

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) Office of Community Living

**Annual salary up to \$151,108**

**The Nevada Aging and Disability Services Division (ADSD)** is seeking an innovative, results-driven Agency Manager to lead the Office of Community Living, providing strategic leadership over Nevada's home and community-based services (HCBS) system. This pivotal role oversees programs and policies that directly impact on the lives of older adults and individuals with physical disabilities, advancing person-centered and integrated services across the state.

**The Office of Community Living** oversees long-term services and supports, intake and eligibility, case management, the No Wrong Door system, and partnerships that expand access, improve quality, and promote independent living. The Agency Manager will lead efforts to modernize, integrate, and enhance Nevada's HCBS system to meet the evolving needs of its aging and disability communities.

#### Key Responsibilities:

- Provide visionary leadership and strategic planning to align Nevada's HCBS system with the No Wrong Door (NWD) philosophy, fostering a seamless, accessible, and coordinated service network while expanding capacity, improving quality, and enhancing sustainability.
- Oversee and enhance intake and case management services within the Office of Community Living, ensuring efficient, accurate functional eligibility assessments and effective, person-centered case management that connect individuals to essential home and community-based services while promoting quality, accountability, and equity across programs.
- Provide strategic leadership to the grants team in strategically allocating funds to strengthen Nevada's community partner network, ensuring investments drive outcomes, build capacity, foster innovation, and support sustainable solutions for home and community-based services for the aging and disability populations.
- Build and sustain strategic partnerships across DHHS departments, community organizations, and stakeholders to drive collaboration, influence policy, strengthen provider networks, and advance coordinated, high-quality services that support Nevada's aging and disability communities.

- Represent and advocate for ADSD and the Office of Community Living on statewide and departmental initiatives, promoting collaboration, advancing system integration, and supporting a coordinated, efficient, and accessible health and human services system.
- Provide oversight and strategic direction to ensure IT systems effectively support program operations, align with business needs, and enable streamlined access to home and community-based services.

The ideal candidate brings expertise in Medicaid policy, program evaluation, and cross-sector collaboration, along with proven leadership advancing equitable, person-centered supports that empower Nevadans to live independently with dignity in their communities.

This role may involve occasional travel to other office locations, including air travel as needed.

**POSITION LOCATION:** This role may be based in Las Vegas, Carson City, or Reno, Nevada, depending on where the selected candidate is hired.

**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 [PEBP](http://pebp.nv.gov/), 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  
7150 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, Office of Community Living**

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.

***Aging 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!***