

Steve Sisolak  
Governor

Richard Whitley, MS  
Director



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES  
*Helping people. It's who we are and what we do.*



Ross Armstrong  
Administrator

### DEPUTY DIVISION ADMINISTRATOR COMMUNITY SERVICES UNCLASSIFIED

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A full-time, unclassified position located in the Division of Child and Family Services, Administration, located in either Las Vegas, Reno or Carson City, Nevada depending upon the needs of the Division and the candidate selected. 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 community 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.

The Nevada Division of Child and Family Services is seeking qualified applicants for the position of Deputy Administrator, Community Services. This is an unclassified position within Nevada State Government and is appointed by and serves at the pleasure of the Administrator of the Division of Child and Family Services.

The Deputy Administrator position is responsible for the leadership, direction, administration, and oversight of the division's children's mental and behavioral health services. DCFS provides a comprehensive array of mental health services using a strengths-based approach that respects family decision-making and honors the family's cultural values and practices. Oversight will also include DCFS' mental health programs Wraparound in Nevada (WIN) for Children and Families, mobile crises response services and implementation of the System of Care project. The position also manages the teams that work in addressing children's needs to achieve permanency and well-being through provision of foster care services, adoption services, independent living services, and clinical services.

The Deputy Administrator is responsible for the leadership, operations, and oversight for the statewide Youth Parole Bureau. The Youth Parole Bureau provides supervision and case management services to delinquent youth committed to the Division of Child and Family Services/Juvenile Services. The Bureau's caseloads consist of delinquent youth committed to state youth institutions, youth on parole from such institutes, youth referred to Nevada for parole supervision from other states through the Interstate Compact, youth committed to the Division of Child and Family Services who require both correctional and Mental Health residential treatment, and youth under the age of 12 who are committed to the Division of Child and Family Services for correctional care, but who cannot by law be placed in an institutional setting.

**EDUCATION AND EXPERIENCE:** A Bachelor's degree or Master's degree with major course work in social work, psychology, criminal justice, business administration, public administration or other field related to health and human services. The preferred candidate will have a minimum of 3 years successful management and leadership experience administering a comprehensive children's mental health program; demonstrated knowledge and experience in the law, theories and principles related to children's mental and behavioral health; program planning, development and evaluation; public administration to include policy development and administration of a complex budget; the legislative process to include working cooperatively with legislators and supporting legislation, programs and budgets before legislative committees; collaborating with governmental and private entities and families to develop and implement programs and services; OR an equivalent combination of education and experience.

In addition to critical leadership skills, the ideal candidate for the Deputy Administrator of Community Services has experience in engaging public stakeholders, understanding case management legal requirements and best practices, connecting clients to community resources or helping to build community resources, and developing a caseworker workforce. A skilled Chief of Parole or Rural Child Welfare manager are good examples of the type of person who may be considered for such a position as well as a community provider manager is a likely candidate. A track record of building or improving systems in the community would be key. Due to the community nature of this position, someone with heightened interpersonal skills is preferred.

**SALARY AND BENEFITS:**

This position is compensated up to \$120,977 employer/employee paid retirement. Excellent benefits package including health, dental and vision insurance, Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, eleven paid holidays and no state, county, city or social security tax! In addition, relocation assistance may be available.

DCFS in genuine partnership with families, communities and other governmental agencies provides support and services to assist Nevada's children and families in reaching their full human potential. We recognize that Nevada's families are our future and children, youth and families thrive when they live in safe permanent settings, experience a sense of sustainable emotional and physical wellbeing, and receive support to consistently make positive choices for family and the common good. DCFS is an extremely complex organization with incredibly dedicated and professional staff committed to serving Nevada's youth and families!

A criminal history check is required as a condition of employment. Open until recruitment needs are satisfied

**TO APPLY:**

Please submit a cover letter and detailed resume that includes a description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and professional references to:

Division of Child and Family Services  
Attn: Recruitment Manager  
4126 Technology Way, Suite 102  
Carson City, NV 89706  
Email to: [dcfsrecruiting@dcfs.nv.gov](mailto:dcfsrecruiting@dcfs.nv.gov)