



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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



Aging and Disability Services Division

Desert Regional Center, Intermediate Care Facility Agency Manager (U5304)

Annual salary up to \$151,108

About Aging and Disability Services Division (ADSD): ADSD is driven by a mission to empower individuals and their support systems by connecting Nevadans to essential services. We foster an environment of innovative thinking, collaboration, and a positive work culture. Our team is dedicated to elevating the quality of life for people with disabilities and aging adults.

Position Overview: We are seeking an experienced and dynamic leader with proven direct service experience to manage the 24-hour Desert Regional Center (DRC) Intermediate Care Facility (ICF). This facility serves up to 48 individuals with intellectual or developmental disabilities and employs over 165 staff. As the Agency Manager, you will be at the helm of daily operations, ensuring exceptional active treatment while balancing strategic planning, compliance, and quality improvement. This role may involve occasional travel to other office locations, including air travel as needed.

KEY RESPONSIBILITIES:

Operational Leadership:

- Oversee all daily operations of the 24-hour care facility.
- Develop and implement clear goals, policies, and standard operating procedures that drive quality service delivery.

Staff and Service Management:

- Provide direct leadership, mentorship, and supervision to facility managers and staff, drawing on your related experience.
- Ensure that active treatment practices reflect a commitment to accountability and compassionate service.

Quality and Compliance Oversight:

- Ensure strict adherence to applicable laws, licensing, and funding requirements.
- Establish and maintain robust admission/discharge criteria and waiting list protocols.
- Develop and execute corrective action plans as mandated by Medicaid, Health Care Quality, and Compliance standards.

Performance Improvement:

- Strategically monitor program performance and implement innovations to streamline operations and enhance service quality.
- Oversee budget management and resource allocation to maximize efficiency and outcomes.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- **Essential Academic Background:**
 - A bachelor's degree from an accredited institution in Psychology, Social Work, Health, Counseling, Social Science, or a closely related field.
- **Management Experience with a Direct Service Foundation:**
 - A minimum of four years in a management role within a complex human services organization, experience in a 24-hour care or similar setting is preferred.
 - At least two of these years must include supervising multiple program units and professionals, with full program budget responsibility.

PREFERRED QUALIFICATIONS:

- Significant operational and leadership experience in a healthcare facility or a comparable environment.
- In-depth familiarity with CMS Standards, along with State and local regulatory codes and standards.
- A demonstrated commitment to direct service management that assures high-quality, compassionate care delivery.

Why This Role Is for You: If you are a leader who has not only managed operations but has also been in the trenches providing direct service and care, this position offers the opportunity to make a meaningful difference. At ADSD, your hands-on experience and vision will guide a dedicated team, ensuring that individuals receive the unparalleled level of support they deserve.

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 [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

In the Subject line, please reference: **Agency Manager, DRC-ICF**

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 assisting 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!