

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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# Job Announcement

## HEALTH CARE COORDINATOR 1

### POSITION DESCRIPTION

Ageing and Disability Services Division (ADSD) is recruiting for multiple Health Care Coordinator 2 positions with Community Based Care (CBC) in Las Vegas, Carson City, and Reno, Nevada.

The Health Care Coordinator 1 performs professional work related to program operations and auditing providers to ensure compliance with program policies and regulations. They evaluate individuals referred to the medical services program and provide ongoing case management services to Medicaid eligible clients; evaluate the need for medical services, treatment, equipment and supplies and authorize payment; screen individuals to determine appropriate level of care in nursing homes; review programs to ensure services are being provided in a cost effective manner; participate in program development by providing input on policies and procedures, forms, medical coverage and system enhancements.

### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Licensure or provisional licensure as a Social Worker or professional licensure or certification in a medical specialty applicable to the assignment.

### BENEFITS

Public Employees Benefits Program: <http://pebp.state.nv.us>

Public Employees Retirement System: <http://www.nvpers.org>

Deferred Compensation

Generous annual leave, Sick leave benefits, Paid leave for 11 holidays. Flexible and regular weekday schedules available. Statewide opportunities for promotion, growth, and continuity of employment.

Training opportunities including The Certified Public Manager {CPM} Program, Employee Assistance Program.

### HOW TO APPLY

Go to NVAPPS: <http://nvapps.state.nv.us/NEATS/admin/Home.aep>

Select the JOBS tab on the home page and create an account by clicking on "Register".

- Instructions on creating your profile [NVAPPS Instructions Page](#)

Find your job by entering the job title on the "search phrase" box or search by filtering the geographical location.