

Job Announcement

Posted: August 4, 2023

State of Nevada

Department of Health & Human Services

Aging & Disability Services Division

NLRCC Executive Director

The Position:

This position is a contracted employee with the Aging and Disability Services Division and is not a State Employee. This position is an at-will position and is contingent upon availability of grant funding, progress, and outcomes. The expected start date of this position is October 1, 2023, and will work up to 20 hours per week. Start date may be earlier, depending on recruitment. Salary range: \$22.60 – 26.80/hour depending on experience and the availability of grant funding.

This position serves as the Executive Director of the Nevada Lifespan Respite Care Coalition (NLRCC), a public advisory body to the state of Nevada. In this role, this position supports the NLRCC meetings, organizing presenters/speakers based on the Coalition goals and priorities, manages the NLRCC website and social media accounts, develops community partnerships and conducts outreach related to the Nevada State Plan to Support Family Caregivers. The Executive Director helps to conduct research and gather information to support the Coalition's advocacy efforts to state leadership including Executive branch agencies and the legislature.

This recruitment is open statewide. This position will be filled in the location closest to the selected candidate. The position will be primarily a telecommuting position.

Qualifications:

- Demonstrated knowledge/experience working with family caregivers caring for individuals of any age with disabilities and/or special healthcare needs.
- Experience and/or education in nonprofit management, public administration, or similar social services field.
- Demonstrated written and verbal communication skills, interpersonal skills, and facilitation skills.
- Ability to analyze and interpret policies, regulations, and technical materials.
- Demonstrated ability to work with a degree of autonomy, exercising discretion and judgment.
- Experience in a computerized environment, with a working knowledge of Word, Excel, Outlook, PowerPoint, and/or skills for maintenance of websites and social media platforms.

Special Requirements:

- 1) A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for fingerprinting.
- 2) The ability to telecommute is required.
- 3) This position may require up to 25% travel.

Please email a resume with 3 references and all inquiries to:

Nikki Haag

Aging & Disability Services Division

Nikki@adsd.nv.gov

Resumes being accepted until August 31, 2023, or until recruitment needs are met