

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

Job Announcement

HEALTH CARE COORDINATOR 2

POSITION DESCRIPTION

Aging 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.

Health care Coordinators perform 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 as a Social Worker or professional licensure or certification in a medical specialty applicable to the assignment, and one year of professional experience providing case management services in a social or health related field; OR one year of experience as a Health Care Coordinator 1 in Nevada State services; OR licensure and an equivalent combination of education and experience.

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.