



STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AGING AND DISABILITY SERVICES DIVISION

Administrative Office  
3416 Goni Road, D-132  
Carson City, NV 89706  
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JANE GRUNER  
Administrator

**Nevada Aging and Disability Services Division (ADSD)  
Support Services for the Task on Alzheimer's Disease  
July 2014**

ADSD is seeking administrative support for the Task Force on Alzheimer's Disease.

A **half-time contracted professional (20-30 hours a week)** is needed.

ADSD does have office space, but general support work can be completed from home. It is preferred that support staff person be able to report for meetings with ADSD Administrative staff in **Carson City**.

Limited statewide travel is expected in support of the Task Force activities.

This support will be needed from **July 1, 2014 through June 30, 2015**.

**Background:**

The Task Force on Alzheimer's Disease was created during the 2013 Legislative Session and provides leadership and support to implement and oversee the progress of the ***Nevada State Plan to Address Alzheimer's Disease***. The Task Force membership works to identify strategic areas of focus and specific actions that will allow for the development and growth of a comprehensive and quality support system for individuals affected by Alzheimer's Disease.

More information on the work of this group can be found on the ADSD Agency website:

<http://adsd.nv.gov/Boards/TaskForceAlz/TFAD/>

Applicant should possess a general knowledge of social and economic trends affecting the delivery of services. Applicant should have the ability to analyze regulations and policy; communicate information and findings in a clear and tactful manner; interact diplomatically and make effective decisions in controversial situations; write logical, concise and grammatically correct reports, recommendations and other materials; interact with persons of various social, cultural, and economic backgrounds; and work as part of a team; and work autonomously and follow up on assignments with minimal direction.

## **BASIC SCOPE OF SERVICES**

### **Meeting Organization**

Support staff will complete the following to uphold the work of the Task Force on Alzheimer's Disease

#### Commission Meetings:

- Develop agendas
- Seek approval of agendas from the a Chair and Attorney General's office
- Post agendas, including faxes, to appropriate entities
- Invite and coordinate speakers
- Compile and distribute handouts
- Locate and schedule meeting rooms
- Address public requests for accommodation(s)

#### Record Keeping:

- Meeting minutes
- By-Laws
- Document Development and Finalization
  - mandated progress reports to the Governor and Legislature;
  - updates to the Nevada State Plan to Address Alzheimer's Disease; and
  - letters developed by the Task Force
- Public Information Notices
- Website content and posting, including meeting materials
- Processing of travel requests and claims

#### Task Force Appointments:

- Track Task Force appointments
- Recruit for replacements as appropriate

Resumes and questions should be forwarded to:

Tina Gerber-Winn, Deputy Administrator  
[trgerber@adsd.nv.gov](mailto:trgerber@adsd.nv.gov)  
(775) 687-0557