

# Job Announcement

Posted: July 8, 2024

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 June 1, 2024, 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 position is responsible for researching national initiatives and opportunities to align Nevada recommendations with the National Strategy to Support Family Caregivers. This includes bringing awareness of new initiatives, new opportunities for collaboration, and ongoing efforts to strengthen respite systems. Efforts will focus on identifying strategies to support underserved communities including but not limited to rural communities, the LGBTQ+ communities, and minority communities.

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:**

**Nevada Lifespan Respite Care Coalition**

**Aging & Disability Services Division**

**[SDAmbrosioGarcia@adsd.nv.gov](mailto:SDAmbrosioGarcia@adsd.nv.gov)**

*Resumes being accepted until July 31, 2024 or until recruitment needs are met*