

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 – Recruitment #48015

## HEALTH CARE COORDINATOR 2 – Reno, Sparks, Nevada

### POSITION DESCRIPTION

Adult Rights Specialists provide assistance and advocacy to protect and enhance the health, safety, welfare and rights of older persons (adults 60 and older) and/or vulnerable persons (adults with intellectual, physical or related disabilities), henceforth referred to as clients. Under limited supervision, incumbents, in addition to performing the full range of duties described in the series concept, investigate complaints made by or on behalf of clients residing in the community or who reside in facilities such as skilled nursing, group homes, homes for individual residential care, and assisted living facilities; work on behalf of clients under strict consent and confidentiality guidelines; provide information to clients' family members, facilities and other agencies regarding a variety of topics relative to client care; provide advocacy and case management services to clients; provide training on a variety of topics regarding long-term care, resident rights, dignity and respect, abuse, abandonment, neglect, isolation, exploitation, quality of care and quality of life; assist in the development and support of long-term care residents and family councils, track trends in facilities, and make referrals to other agencies as appropriate; provide Medicaid outreach by providing information to the public about Medicaid eligibility and services; and monitor Medicaid provider compliance and work to resolve provider service issues. This recruitment may be used to fill current and future vacancies that occur in the following programs: Adult Protective Services (APS) and Long-Term Care Ombudsman (LTCO). Incumbents provide case management support; assist with life planning decisions, attaining or maintaining the highest possible level of independent living; provide advocacy, referrals, information and implementation of intervention plans using person-centered approach, carry out community outreach, develop and maintain partnerships; develop, update and conduct presentations. This position requires frequent contact with members of the public, service providers and stakeholders. May also require the use of your own motor vehicle.

### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in social work, psychology, sociology or related social science or human services field, and one year of professional experience working with older and/or vulnerable persons investigating, mediating, negotiating, and resolving complaints which required the application of rules and regulations in making determinations and preparing detailed reports; OR one year of experience as an Adult Rights Specialist I in Nevada State service; OR an equivalent combination of education and experience as described above.

### SPECIAL REQUIREMENTS

- A valid driver's license or evidence of equivalent mobility at the time of appointment and for continuing employment.
- A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for fingerprinting.

### COMPENSATION

This position is a **grade 33, step 1** in the Nevada July 2024 classified compensation schedules.

- PP01 Classified Employee-Employer Pay Contribution Plan: [PP01 \(nv.gov\)](#)
- PP02 Classified Employer Paid Contribution Plan: [PP02 \(nv.gov\)](#)

### APPLY

<https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=48015>

