

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

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# 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

Find your job by filtering for the job title and DEPARTMENT OF HEALTH AND HUMAN SERVICES in the Agency box. Select the job and match the REQUISITION ID.

- Carson City Requisition ID: #18264
- Reno Requisition ID: #18263
- Las Vegas Requisition ID: #18146