

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 #48607

SOCIAL WORK SUPERVISOR 1 – Reno, Sparks, Nevada

POSITION DESCRIPTION

Social Workers are licensed professionals who provide case management services to children, families, vulnerable adults with intellectual, developmental, physical disabilities, serious mental illness, and older adults (collectively referred to as "vulnerable adults") and other individuals within local communities and institutions. Incumbents supervise a unit of Social Workers to include, but not limited to, performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline when necessary. This recruitment may be used to fill current and future vacancies as they occur in the following Program: Home and Community Based Services (HCBS). Social Work Supervisor's functions as a first-line supervisor and will manage a team consisting of case managers and administrative assistant(s). Incumbent will oversee the team to ensure case management tasks and administrative tasks are completed within required timeframes, so program services are established and monitored for program recipients. Incumbents provide coaching, discipline, and performance management. Incumbent will develop a productive relationship and open communication with support staff, supervisor staff and sister agencies. Incumbent completes the duties and tasks of staff during extended absences, staff vacancies and other unforeseen circumstances. Incumbents will be knowledgeable of interpreting and applying program procedures, policies, and methods to train and educate staff. Review, respond and/or complete any reports, program inquiries within required timeframes.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Licensure or provisional licensure as a Social Worker, Clinical Social Worker, Independent Social Worker or Associate in Social Work and one year of journey level professional experience providing case management in a social work setting equivalent to a Social Worker II in Nevada State service; OR one year of experience as a Social Worker II in Nevada State service.

SPECIAL REQUIREMENTS

- A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for these items.
- Licensure or provisional licensure by the State of Nevada Board of Examiners for Social Workers as a Social Worker, Clinical Social Worker, Independent Social Worker, or Associate in Social Work is required at the time of appointment and as a condition of

COMPENSATION

This position is a **grade 36, 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=48607>

