

Job Announcement

Posted: September 2, 2021

State of Nevada
Department of Health & Human Services
Aging & Disability Services Division

Transition Coordinator

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 October 1, 2021 and will work up to 40 hours per week. Salary Range: \$21.62/hour - \$25.67/hour depending on experience and the availability of grant funding. This position will be located in Las Vegas.

The Transition Coordinator will actively seek out outreach opportunities to develop awareness and provide education regarding program services to hospitals, nursing facilities, and long-term care facilities who work with patients that are ready transition back into their community. This position will collaborate with facility discharge planners to assist with identifying and helping establish appropriate long-term services and supports.

The incumbent will also perform administrative duties to support the development and successful implementation to build and strengthen professional relationships within the medical community. This position will be responsible for developing program policies and procedures, conduct training, and build collaborative relationships with hospital networks and community partners. This position may also provide direct service and care coordination activities to support the long-term care needs of individuals who are being discharged. Additional activities related to specific grant projects will be assigned based on grant conditions.

Qualifications:

- Bachelor's degree from an accredited college or university in social work, psychology, or closely related human services field and one year of experience assisting professionals in providing direct client care and implementing treatment and/or service/care coordination plans.
- Experience performing administrative duties including data compilation, maintaining records, keeping minutes.
- Demonstrated written and verbal communication skills, interpersonal skills and facilitation skills, comfortable with face-to-face networking in virtual and in-person platforms.
- Demonstrated ability to work with a degree of autonomy, exercising discretion and judgment.
- Experience in a computerized environment, with strong working knowledge of Word, Excel, Outlook and PowerPoint.

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 50% travel.

Please send a resume with cover letter and all inquiries to:

Deanna Gay
Aging & Disability Services Division
DeannaGay@adsd.nv.gov

Resumes being accepted until recruitment needs are met