



State of Nevada - Department of Health and Human Services
Division of Public and Behavioral Health
Northern Nevada Adult Mental Health Services

Accepting resume/CV for:

HOSPITAL ADMINISTRATOR

Northern Nevada Adult Mental Health Services (NNAMHS) is seeking qualified candidates for the position of Hospital Administrator at Dini-Townsend Hospital. This position is responsible for providing leadership, direction, administration and operational oversight of NNAMHS mental and behavioral health programs. NNAMHS is a State of Nevada agency within the Division of Public and Behavioral Health. The Division provides a comprehensive system of mental and behavioral health services which includes state-operated psychiatric hospitals, forensic services, residential support programs, and community-based clinics. NNAMHS mission is to provide psychiatric treatment and rehabilitation services in the least restrictive setting to support personal recovery and enhance quality of life. As an innovator in program design and advanced service delivery systems, NNAMHS provides a full range of behavioral health services to best meet the needs of the community. We are accredited by the Centers for Medicare and Medicaid Services and the Joint Commission.

The NNAMHS Dini-Townsend Hospital is in Reno/Sparks along the Truckee River, near beautiful Lake Tahoe. Northern Nevada provides an abundance of outdoor and recreational opportunities, and is a top destination to live, work and play.

DESCRIPTION: This position serves as the Administrator for Dini-Townsend inpatient psychiatric hospital, and will manage all administrative and direct patient care operations. This includes administrative oversight of Nursing, Social Work, Recreational Therapy, Laboratory, Pharmacy, Maintenance, Fiscal and Counseling services. Works collaboratively to coordinate patient care services with the agency Medical Director, Statewide Psychiatric Medical Director and the State Medical Officer to establish agency goals, objectives, policies, and procedures; ensure the agency achieves its mission; ensure proper accountability is maintained; integrate programs with other state and community services; mediate and facilitates resolution of organizational conflict; fiscal management and budget development; and coordinate program services with other stakeholders including, but not limited to: the courts, law enforcement, universities, other state and governmental agencies, community groups, and the service delivery network.

EDUCATION AND EXPERIENCE: A Bachelor's degree or Master's degree with major course work in social work, psychology, criminal justice, business administration, public administration or other field related to health and human services. The preferred candidate will have a minimum of 4 years of successful management and administrative experience managing comprehensive mental health programs. Demonstrated knowledge and experience in the law, theories and

principles related to mental and behavioral health; program planning, development and evaluation; public administration to include policy development and administration of a complex budget; the legislative process to include working cooperatively with legislators and supporting legislation, programs and budgets before legislative committees; collaborating with governmental and private entities and community partners to develop and implement programs and services; OR an equivalent combination of education and experience.

SALARY AND BENEFITS: Potential earnings for full time up to \$107,973 per year (Employee/Employer paid retirement). Excellent benefits package including health, dental and vision insurance; Public Employees Retirement Plan; three (3) weeks paid vacation accrual annually; three (3) weeks sick leave accrual annually; eleven (11) paid holidays; deferred salary opportunity; and no social security tax. Additionally, Nevada offers its workers the advantage of no State income tax. Relocation assistance may be available.

POSITION OPEN TO: All qualified candidates

Submit Resume/CV to:

**Annette Altman, Personnel Analyst
480 Galletti Way, Sparks, NV 89431**

**aaltman@health.nv.gov
(775) 688-2034**

SPECIAL INSTRUCTIONS:

In subject line please reference: Administrator/Dini-Townsend

Resumes must include a detailed description of education and employment history to include name and address of employers, scope of responsibility, reasons for leaving, salary history, and professional references.

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Resumes will be accepted until recruitment needs are satisfied.