

Nevada Department of Health and Human Services, Division of Welfare and Supportive Services

Position Name: Social Services Program Specialist II – (Contractor)
Child Care Capital Grants Coordinator

Location: Carson City, Nevada.

Contract Term: One year

Compensation: Up to \$36.84 per hour.

Position Description:

This position is a Social Services Program Specialist II contract position within the Nevada Department of Health and Human Services (DHHS), Child Care and Development Program, (CCDP). This position is responsible for coordinating programmatic oversight and subaward administration for the Child Care Capital Expansion Grant Program. Responsibilities will include programmatic administrative functions including interpretation of funding regulations from the U.S. Treasury and Nevada Governor's Finance Office; development and implementation of program policies, procedures, and evaluation; preparation of subawards, subaward amendments, and any other statistical or narrative reports needed to demonstrate progress and success; and provision of technical assistance and support to sub awardees. The position will report directly to the Agency Manager over Child Care and will work closely with a Construction Project Coordinator to monitor eighteen approved childcare capital expansion (i.e., construction and remodel) grant projects.

Nevada offers recreational opportunities including golfing, biking, off-roading, hiking, skiing, and fishing. Nevada's landscape and economy are a few reasons to join the Silver State workforce!

Minimum Qualifications:

Bachelor's degree from an accredited college or university in a field of study pertinent to the program assignment and one year of professional experience providing social services to clients or program development and evaluation which required the application of regulations, laws, policies and procedures in making determinations; OR Bachelor's degree from an accredited college or university in a field of study pertinent to the program assignment and one year of professional experience providing medical assistance programs, services, or healthcare services to clients or program compliance and evaluation which required the application of regulations, laws, policies and procedures in making determinations; OR one year of experience as a Social Services Program Specialist I in Nevada State service; OR an equivalent combination of education and experience.

To be considered, please send a resume, letter of interest, and three professional references to:

Name: Karissa Loper Machado, MPH
Address: 4170 E. College Pkyw, Carson City, NV 89706.
Email: kxloper@dwss.nv.gov

This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.