

JOE LOMBARDO
Governor



STATE OF NEVADA
NEVADA DEPARTMENT OF VETERANS SERVICES

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Contracted Quality Assurance Specialist 3
Health Programs
General Description

The Nevada Department of Veterans Services (NDVS) is hiring for a temporary contractual Quality Assurance Specialist 3. This position will work under the direction of the Deputy Director of Healthcare Services and be responsible for overseeing quality and control for healthcare programs supported by grant funds. Current proposed programs include substance use initiatives, with programs for prevention, treatment, and recovery services. The target audience for these initiatives through NDVS is specific to Nevada Veterans and family members of Nevada Veterans.

The position works with community partners to objectively and systematically review and evaluate the quality and appropriateness of client care and services. The incumbent is responsible for collecting data, conducting interviews, reviewing records, developing surveys, and summarizing findings through written responses and reporting. The incumbent will identify opportunities for improvement to resolve identified problems and recommend viable solutions.

The successful candidate demonstrates working knowledge of accepted practices and methods used in designing quality assurance reviews, improvement reviews, and audits; data collection methods and statistical analysis techniques; and clinical or client records documentation standards and procedures.

Responsibilities and Standards

- Design, implement, and oversee a comprehensive quality assurance program encompassing community-based programs and inpatient services
- Lead and participate in evaluation of facility, program, and agency policies and procedures
- Identify problems relating to treatment methodology, standards of care, and client services
- Grants management related to program evaluation
- Collect, analyze, and interpret public health data
- Assist in monitoring the Opioid Response Grant funds including researching information and completing components of quarterly and

annual reports

- Conduct and serve on committees to formulate solutions
- Interpret federal, state, and local regulations
- Liaise with regulatory agencies
- Writing skills sufficient to prepare reports, recommendations and justifications

Minimum Requirements

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing, social work, human development, special education, health science, public health, or other behavioral or social science and two years of professional experience, which included one year of experience providing client services in a human services field and one year of experience performing program evaluation, quality assurance/improvement, and/or utilization review activities for a human services program.

Special Requirements:

- This position requires a valid driver's license at the time of appointment and as a condition of continuing employment.
- This position requires a State of Nevada/FBI background check at the time of employment and as a condition of continuing employment.

Salary Information

The position is grant funded through June 2027.

\$34.00-\$38.00 per hour depending on experience

Work Schedule – 40 hours per week, variable schedule to include occasional weekends and evenings.

The position is geographically located in Reno, NV.

To apply, please send resume and letter of interest to grahlc@veterans.nv.gov.