

**Clark County Social Service
Ryan White Part A Program
invites applications for the position of:**

Program Management Analyst I/II

Clark County Social Service is recruiting for the full time position of Management Analyst I/II for the Ryan White Part A Program. Clark County Social Service serves as the Grantee for the Ryan White Part A Program for the Transitional Grant Area which includes Clark County, (Las Vegas) NV, Nye County, NV and Mohave County, AZ. This position is grant funded through Ryan White Part A federal funding through Health Resources and Services Administration. This position will be located in Las Vegas, NV.

Program Management Analyst Job Description:

This position is responsible for the management of all programmatic, clinical quality management and data related activities for the Ryan White Part A program. This includes, but is not limited to, developing, managing and evaluating client utilization reports for patterns and trends in care delivery, discovering the root causes for specific patient care trends, performing follow-up evaluations of data and organizational performance to ensure consistent programmatic improvement. Managing and evaluating quarterly provider reports, client database administrator, managing clinical quality management program and assisting in provider capacity building. This position coordinates the development of program goals, objectives and service delivery analyzing quantitative and qualitative data for patterns and trends in care delivery, evaluating and monitoring site performance. This position provides high-level support to Grant Administrator. This position is responsible for provider recruitment, representing the Ryan White Program and Clark County Social Service in the healthcare arena, fostering collaboration amongst providers, clients and the medical community and working with providers to develop care solutions and enhance medical service delivery.

Education and Experience:

Bachelor's Degree in Public Administration, Healthcare, Public Health, Nursing or a related field. An appropriate advanced degree is desirable. Ideal candidate will possess knowledge of patient care process, quality management, process improvement and data management. Previous experience in a clinical setting and analyzing and evaluating data are desired.

Physical Demands:

Mobility to work in a typical office setting, use standard office equipment, and be capable of driving a motor vehicle or arranging for transportation in order to attend off-site meetings and visit various work sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Salary/Benefits

Annual salary range is \$48,276 - \$74,817

Clark County offers a comprehensive benefits package that includes:

- Comprehensive Group Health Insurance Plan
- Disability Insurance & Long Term Disability Insurance

- Longevity Pay
- Vacation
- Sick Leave
- Paid Holidays
- Employer-Paid Retirement
- Tuition Assistance
- Credit Union Eligibility
- Nevada has no State Income Tax CLARK COUNTY, NEVADA IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER

**Please forward resume to Alisha Barrett, Program Manager, Ryan White Part A
Grantee Office/Clark County Social Service Department via email
akc@clarkcountynv.gov or mail to 1600 Pinto Lane Las Vegas, NV 89106.**