



Join Our Team
An Exciting and Rewarding Career Opportunity
Southern Nevada Regional Housing Authority

Announcement Number	Job Title
26-002	Supportive Services Supervisor
Number of Openings	Compensation (Depending on Experience, DOE)
One (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$67,001.58 (Step 1) - \$107,111.89 (Step 20) annually The typical starting range for this position is between \$67,001.58 and \$73,957.10

Opening Date	Closing Date
January 21, 2026 <i>Applications are reviewed on a rolling basis.</i>	February 1, 2026, (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
This position is open to both internal and external applicants. Applicants should: <ul style="list-style-type: none">▪ Complete an application online - to apply, click here▪ Submit a cover letter and resume <p>Incomplete applications <u>will not</u> be considered.</p> <p><small>*Applicants who meet minimum qualifications are not guaranteed an interview.</small></p>	Upon a conditional offer of employment, the candidate <u>must</u> successfully: <ul style="list-style-type: none">▪ Complete a background investigation, which may include: <i>(education, criminal history, credit, fingerprints, and DMV)</i>▪ Pass a workplace drug test within 72 hours*▪ Possess a valid State of Nevada driver's license▪ Possess a clean driving record▪ Complete Criteria's online assessment test

***As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.**

Employee Benefits
Pay is part of the generous compensation package offered by our premier agency. Employees enjoy: <ul style="list-style-type: none">• 3-day weekends• Free parking• 2 weeks' vacation (years 1 and 2)• 13 sick days• 13 paid holidays, including your birthday• Medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts• Life and long-term disability insurance (employer paid);• 457B Deferred Compensation Plan• Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%)• Employee Assistance Program (EAP);• A variety of voluntary employee benefits options. According to the Public Service Loan Forgiveness (PSLF) program, student loan forgiveness may be available to qualified individuals.

Position Summary
The Supportive Services Supervisor - This position supervises and leads SNRHA's Senior and Supportive Services Coordinators to provide programs and services for older adults and families, including planning, implementing, and evaluating programs, as well as handling administrative duties and community outreach.

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement describes the typical job functions and is not intended to be an exhaustive or comprehensive listing of all duties and responsibilities. The position requires the following duties and responsibilities, with or without reasonable accommodation.

ESSENTIAL DUTIES

- **Program Management:** Plan, implement, and evaluate senior and family services and programs, activities, and events. This includes determining service methods and responding to emergencies.
- **Staff Supervision:** Hire, train, and supervise program staff and volunteers. Assign and monitor work, conduct performance evaluations, and provide guidance and feedback.
- **Administrative Duties:** Prepare reports, maintain records, and handle data entry. Ensure compliance with all relevant laws, regulations, and departmental policies.
- **Community and Stakeholder Relations:** Coordinate with other community organizations, agencies, and volunteers. Act as a liaison between the department and the public, assist in developing and monitoring MOU's.

ADDITIONAL RESPONSIBILITIES

- Establish working relationships with social service agencies and other community-based resources as required.
- Create social programs and services to address recreational, health, and educational needs as required.
- Assist in planning and organizing events that benefit SNRHA residents on an agency-wide scale.
- Keep informed of community, social, and economic resources available to low-income services.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C., & 552A} as amended.
- Demonstrate courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff to support the relationship between SNRHA and the constituent population.
- Communicate clearly and concisely, both orally and in writing.
- Perform related duties and responsibilities as required
- Exercise sound judgment in the performance of job duties.

*This position is **eligible** for participation in the collective bargaining unit (SEIU), which represents certain Southern Nevada Regional Housing Authority employees.*

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully on the job. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well they meet the position's minimum qualifications and the agency's immediate needs. Applicants should possess the following:

- Bachelor's Degree in Social Services, Public Administration, or related field, supplemented by three years of social services case management program work experience; or five (5) years of an equivalent combination of education and experience.
- Valid Nevada Driver's License or the ability to obtain one.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

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Preferred Qualifications

Preferred qualifications are desired qualifications that exceed the minimum qualifications and demonstrate additional education, experience, training, or other relevant credentials. Applicants who possess the following may receive preference:

- Bilingual English/Spanish language skills
- Experience working in a housing authority or social service environment, particularly working with low-income seniors and families

Screening and Selection

Applicants who meet the minimum qualifications may be considered further. Evaluation factors include, but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

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Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

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