



LYON COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TOPIC: Department of Human Services		NUMBER: 4-1
EFFECTIVE: 9/1/2011	REVISED:	REVIEWED: 01/17/2013
REFERENCE: NRS 428, 439B, NRS 450, NRS 253, LCC 6.05		
POLICY CUSTODIAN: Department of Human Services		

A. PURPOSE

The purpose of this Administrative Policy and Procedures is to authorize the creation of the Department of Human Services, define the divisions of the department and to define the functions of those divisions.

B. POLICY

It is the policy of the Board of County Commissioners to establish the Department of Human Services to include the following divisions:

1. Social/Family Services
2. Senior Services

The Board of County Commissioners authorizes the County Manager to appoint the Human Services Director to serve as the Department Administrator.

C. ORGANIZATIONAL STRUCTURE

1. The Department Administrator shall supervise, manage and evaluate the performance of:
 - a. The Assistant Director of Human Services
 - b. The Senior Services Manager
 - c. Administrative staff
 - d. Department contracts, including Health and Human Services
2. The Assistant Director shall supervise, manage and evaluate the performance of all personnel assigned to the Social/Family Services Division.
3. The Senior Services Division Manager shall supervise, manage and evaluate the performance of all personnel assigned to the Senior Services Division.

D. DIVISIONS AND FUNCTIONS

1. Social/Family Services will provide for and manage the following programs:
 - a. Emergency Services
 - b. Family Resource Center.
 - c. Community Health
 - d. Health Care Assistance Program
 - e. Foster Youth Support
 - f. Women, Infants and Children
 - g. Employment Partnership
 - h. Family Support Services
 - i. Differential Response
 - j. Other duties and programs as established by the Department Administrator.

2. Senior Services will provide for and manage the following programs:
 - a. Senior Centers
 - b. Nutrition Program
 - c. Transportation
 - d. Independent Living
 - e. Aging and Disability Resource Center
 - f. Extended Care
 - g. Other duties and programs as established by the Department Administrator.

3. The Human Services Department shall manage all contracts and agreements to provide state mandated services in the Health and Human Services field.