



GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer
We Encourage Minorities, Women and Disabled Individuals to Apply

HAS A JOB OPPORTUNITY FOR

HEALTH SERVICES CASE MANAGER I/II – DRUG/ALCOHOL

BI-LINGUAL/BI-CULTURAL HISPANIC, HMONG OR LAOTIAN ARE ENCOURAGED TO APPLY

SALARY RANGE: \$17.39- \$21.14 Hourly HSCM I \$19.21 - \$23.35 Hourly HSCM II

FINAL FILING DATE: An official Glenn County Application must be received in the Glenn County Personnel Department by **12:00 p.m., Noon, Tuesday, August 23, 2011.**

THE POSITION

Glenn County is recruiting individuals to fill one full-time Health Services Case Manager I/II position. The individual assigned to this position will be at the Health Services Agency in Willows and Orland. This case manager will perform a variety of professional duties in the provision of substance abuse and treatment services. This position will provide services utilizing Wellness and Recovery philosophy and values. Education and experience in Drug and Alcohol treatment is preferred for this position. The position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

DUTIES

Duties may include, but are not limited to, the following: Perform client intake procedures. Maintain Glenn County public health or mental health caseloads under the supervision of a Health Services Program Coordinator. Initiate contact with clients, determines eligibility for health services and recommends other sources of services for those not eligible. Provide evaluation and consultation services to individuals and agencies. Provide information to potential clients, clients and parents/guardians, if applicable, regarding program requirements and benefits. Interviews and counsels clients, develops and implements treatment plans and provides follow-up counseling and assists clients with the resolutions of problems. Review and consult with public health nurse or psychiatrist and/or other clinical staff about treatment planning for clients and to determine if appropriate care is provided. Provide case management through individual or group therapy methods. Make clinical determinations of crisis situations. Maintain close and cooperative relationships with community agencies and other public agencies carrying out treatment plans, provides information to other County departments and agencies. Participate in developing and implementing community services, outreach and client advocacy programs. Provide program information to the community. Develop outreach materials as needed. Maintain and update the required records, notes and charts, forms and reports for all applicants and eligible individuals, prepares and submits required case summaries and presents reports to committees and agencies as required. Receive referrals from the courts or other individuals or organizations regarding individuals requiring substance abuse treatment services and develops and implements treatment programs. Coordinate services with individuals, coordinates activities with other departments, medical providers, schools and/or other outreach agencies as appropriate to ensure that the needs of the clients are met. Assist in coordinating client placement in residential treatment facilities and periodically visits clients to assess progress. Provide referrals to other agencies as appropriate. May provide or make arrangements for client transportation; may provide or make arrangements for English-Spanish translation. Assess clients' basic living requirement and assists in obtaining assistance as necessary and serves as an advocate for client in court as necessary. May perform home visits as appropriate. Attend meetings with other departments, government agencies and local agencies in matters regarding health services issues. Provide or coordinate part-time staff training; works with staff to correct deficiencies. May manage grant caseload as assigned, and performs related reporting and administrative work. Interview and counsel clients; provides follow-up counseling as needed. May provide leadership or limited supervision of assigned staff, interns or volunteers. Coordinate and/or participates in special programs and projects as assigned. Attend training, workshops and continuing education classes as required or appropriate. May participate in promoting department programs and opportunities within the community

QUALIFICATIONS

Health Services Case Manager I: *Knowledge of:* Principles, practices and current issues in health education, including mental health, substance abuse and public health. Pertinent federal, state and local laws, codes and regulations. Basic principles of psychology and sociology. Principles and practices in drug and alcohol services. Methods of medical case recording and report preparation. Principles and procedures of record keeping. Social, psychological, environmental and physical aspects of mental and emotional disturbances, disorders, and impacts on clients. Community social service agencies, other organizations and their functions. Interviewing and counseling practices and techniques. Business letter writing and report preparation; English language usage, punctuation, spelling and grammar. Modern office procedures, practices and technology. *Ability to:* Learn federal, state and local policies, procedures, laws and regulations. Interpret and apply federal, state and local policies, procedures, laws and regulations. Interview and counsel clients, provide case management and take effective courses of action. Maintain confidentiality as appropriate. Prepare and maintain accurate reports, records and logs. Gain cooperation through discussion and persuasion. Speak confidently and professionally before various groups. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative-working relationships with those contacted in the course of work. Organize and take the initiative to perform job duties with minimal supervision. **Health Services Case Manager II:** (In addition to the qualifications for Health Services Case Manager I) *Knowledge of:* Pertinent federal, state and local laws, codes and regulations. Principles, practices, methods and techniques of mental disease/alcohol and drug intervention and case management services. Causes, effects and methods of treatment for mental health diseases and disorders. Causes, effects and methods of treatment for alcohol and drug abuse. Principles and practices of leadership, coordination and training. *Ability to:* Interpret and apply federal, state and local policies, procedures, laws and regulations. Provide effective leadership, coordination and training as assigned.

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Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A1, Willows, CA 95988
(530) 934-6451 FAX (530) 934-6452 or 934-6457
Website www.countyofglenn.net

SUPERVISION RECEIVED AND EXERCISED

Health Services Case Manager I: Receives general supervision from higher-level supervisory or management staff. **Health Services Case Manager II:** Receives general supervision from higher-level supervisory or management staff; may provide leadership and coordination of activities of lower-level staff as assigned.

TRAINING AND/OR EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Health Services Case Manager I:** Experience: One year of experience in the provision of case management service, psychiatric social services, counseling or substance abuse counseling. Training: High school diploma or GED equivalent supplemented by additional, specialized training in public health, mental health or substance abuse treatment. Registered or ready to register for certification with the state Alcohol & Drug Programs as a Drug & Alcohol Counselor is preferred. **Health Services Case Manager II:** Experience: Two years of responsible experience in the provision of case management services, psychiatric social services, counseling or substance abuse counseling. Training: Bachelor's degree from an accredited college or university with major course works in psychology, behavioral science, social work or related field.

License or Certificate:

Health Services Case Manager I: Possession of, or ability to obtain, an appropriate, valid California driver's license. Registered or ready to register for certification with the state Alcohol & Drug Programs as a Drug & Alcohol Counselor is preferred.

Health Services Case Manager II: Possession of a license as psychiatric technician is desirable.. Registered or ready to register for certification with the state Alcohol & Drug Programs as a Drug & Alcohol Counselor is preferred.

SELECTION PROCESS: The selection process will consist of an application evaluation and oral examination. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form, but not in-lieu of completing the official Glenn County Application.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Temporary (no benefits).

IMPORTANT: If you would like to be notified of your standing, please include a self-addressed, stamped envelope. If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview.

Application forms may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT
525 W. SYCAMORE STREET, SUITE A1
WILLOWS CA 95988
TELEPHONE (530) 934-6451
FAX (530) 934-6452 or 934-6457
TDD--No Voice (530) 934-6444
Website www.countyofglenn.net

8/2/11

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

APPLICATIONS: *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m., Noon, on Tuesday, August 23, 2011.

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

VACATION: 0 – 2 full years, 11 days; 3 – 12 full years, 16 days; 13 – 20 full years, 21 days; after 20 full years, 26 days.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

HOLIDAYS: 12 paid holidays per year.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated Clearinghouse.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.