



GLENN COUNTY

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

HAS A JOB OPPORTUNITY FOR

HEALTH SERVICES PROGRAM COORDINATOR

(Mental Health Unit-Utilization and Review and Compliance Coordinator)

SALARY RANGE: \$30.56 – \$37.14 Hourly

FINAL FILING DATE: An official Glenn County Application must be received in the Glenn County Personnel Department by **12:00 Noon, Friday, February 3, 2012.**

THE POSITION

Glenn County is recruiting individuals to fill one vacant Health Services Program Coordinator position. The individual appointed to this position will plan, coordinate and manage health services programs that provide effective health services to Glenn County clients, and to provide lead supervision over assigned staff while performing a wide variety of complex professional duties in the provision of health services to both individuals and groups. The Individual shall be assigned to the Mental Health Unit performing the duties of Utilization Review and Compliance Coordinator. This 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

May coordinate and direct public health nursing, substance abuse, mental health, or health education services to clients, including clinical care and counseling and public health instructions and education. Coordinate specific, targeted health programs as assigned, coordinate activities of program team members as appropriate. Develop scope of work, goals and objectives, strategies and timelines, and protocols for multiple programs. Participate in program budget planning and management. Coordinate services with other County programs and outside social service agencies serving the same populations. Organize and facilitate in-house and inter-agency program meetings, conferences and workshops as required. Prepare periodic reports and analyses, case summaries, etc., related to assigned programs. Provide comprehensive assessment, evaluation, counseling and referral for clients, consults with colleagues, providers, other case managers or supervisors concerning cases, conducts home visitation as required, completes charting of client progress in medical records and all other documentation as required. Assist clients in identifying and accessing health and community services as needed. Provide clinical nursing services, substance abuse case management, mental health counseling/case management or health education services including but not limited to administering immunizations and various tests, provides health instruction and education to clients. Keep manager informed of major program problems and issues. Give presentations on programs and studies to providers and community groups. Participate in community education, program outreach and public information/publicity activities. Provide staff and student/intern leadership, supervision, performance evaluation and training as assigned. Perform general administrative/office work as required, including but not limited to attending and conducting meetings, copying and filing documents, preparing/typing documents, answering the telephone, faxing information, entering computer data, ordering supplies maintaining office cleanliness, etc. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Pertinent federal, state and local policies, procedures, laws and regulations. Principles of program coordination and administration. Principles and practices of leadership and supervision. Principles and practices of nursing as applied to public health practice and preventive medicine and sanitation. Principles and practices of caring for clients with drug, alcohol, mental health, and tobacco abuse issues. Community aspects of nursing programs, including provisions for continuity of patient care, nursing services in school health programs, and nursing care in the home. Preventive aspects, causes and means of transmission, and methods of control of communicable diseases. Child growth and development and procedures involved in promoting maternal and child health. Principles and purposes of health programs. Environmental, sociological, and psychological problems encountered in carrying out a health program. Principles and techniques of teaching, learning, counseling, outreach and interviewing. Research methodology and statistics. Current literature and trends in public health nursing, the work of other social and health agencies, and the functions of other professions as they related to public health. Principles of mental health and substance abuse. Methods of medical case recording and report preparation. Business letter writing and report preparation, English language usage, punctuation, spelling and grammar. Modern office procedures, practices and technology, including the use of computers for data and word processing.

Ability to: Understand, interpret and apply federal, state and local policies, procedures, laws and regulations. Plan, organize and carry out community health activities. Provide effective leadership and supervision of assigned staff. Apply principles of epidemiology to a wide range of health and social problems. Apply nursing process of assessment, mental health and substance abuse counseling, planning, implementation and evaluation in relation to the health of individual, families and the community. Participate in research activities. Work effectively with individuals and families to assist them in the satisfactory solution of health problems. Apply scientific problem-solving approach. Provide leadership in community health programming. Secure the cooperation of, and work effectively with, individuals and agencies. Analyze situations accurately and take effective action. Solve complex work-related problems. Maintain confidentiality as appropriate. Prepare and maintain reports, records and logs. Speak confidently and professionally before various groups. Communicate clearly and concisely, both orally and in writing.

TRAINING AND/OR EXPERIENCE

Experience: Four years of generalized public health, substance abuse, or mental health program experience.

Training: Completion of a university or collegiate program of study approved for public health nursing, nursing, psychology, social science or a related field.

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Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A1, Willows, CA 95988 (530) 934-6451

"TDD - - No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457

Website www.countyofglenn.net

License or Certificate: Possession of, or ability to obtain, a valid California driver's license. Possession of a valid license as a registered nurse (RN), a valid certificate as a public health nurse (PHN) in California, Ph.D., licensed clinical social worker (LCSW), marriage family therapist (MFT), registered dietician (RD), masters in education, and teaching credentials are desirable.

SELECTION PROCESS: The selection process will consist of an application evaluation, drug screen, fingerprinting, performance exam/skill test 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 Public Service Employee (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

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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., Friday, Noon, on February 3, 2012.

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.

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.