

# COUNTY OF GLENN



## HHSA Case Manager I/II Behavioral Health

**Deadline to Apply: Tuesday, January 30, 2024**

**COMPENSATION: I- \$22.33 - \$27.14 II- \$24.66 - \$29.98 Per Hour**

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

**Applications must include :**

- |                                       |                |
|---------------------------------------|----------------|
| - Glenn County Employment Application | - Resume       |
| - Transcripts and/or Certificates     | - Cover Letter |

**Interview Date: Wednesday, February 14, 2024**

This position performs a variety of para-professional, responsible eligibility determination, case management duties, and performs related duties as assigned in the Youth and Family Unit. The position is located in the Behavioral Health Division at the Glenn County Health and Human Services Agency and is scheduled for forty (40) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will work fairly and courteously with the public; handle multiple case assignments; and work effectively with interruptions. This person will have knowledge of basic principles of psychology, sociology, child development or nutrition.

### **JOB DUTIES**

- Provides case management through individual or group rehab methods for children and/or adults for a variety of health services programs and services.
- Teaches independent living skills, behavior modification and social skills to clients as part of rehabilitation skills; implements wellness and recovery philosophy and values to clients through education and outreach programs.
- Tracks, documents and prepares information for appropriate billing for services; maintain established productivity rates for a variety of health services programs.
- Coordinates services with individuals, coordinates activities with other departments, medical providers, social workers, schools and/or other outreach agencies as appropriate to ensure that the needs of the clients are met.

Refer to the **job description** for a full list of duties.

**About Glenn County:** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

**I** - Two (2) years of full-time experience performing advanced journey level or specialized clerical duties in an office environment.

**II** - One (1) years of full-time experience performing duties comparable to a Case Manager I classification.

### **EDUCATION:**

**I/II** - High school diploma or GED equivalent.

### **LICENSE OR CERTIFICATE:**

**I/II**- Possession of, or ability to obtain a valid California driver's license.

**II** - Possession of a license as psychiatric technician is desirable.

## **IMPORTANT APPLICATION INFORMATION**

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Tuesday, January 30, 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

### **THE SELECTION PROCESS:**

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

## **COUNTY OF GLENN JOB OPPORTUNITIES**



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.