



# COUNTY OF GLENN



Is recruiting for a

## COMMUNITY ACTION PROGRAM SPECIALIST I/II

### DEADLINE TO APPLY

**Wednesday, September 28, 2022**

### COMPENSATION

**I: \$19.49- \$23.69 Per Hour**

**II: \$21.54- \$26.19 Per Hour**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

General Unit Summary of Benefits

### THE SELECTION

#### PROCESS

Candidates must submit a completed job application, resume and cover letter. 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 Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

This position is located at the Glenn County Community Action Department. The Community Action Program Specialist I position is the entry level class within the series and performs a significant portion of the work assigned to the journey level, without the full responsibility expected at the full journey level. The Community Action Program Specialist II is the full journey level class within the series and is distinguished from the entry level class by the performance of the full range of duties, including the more complex cases. Employees at this level receive only occasional instruction or assistance and are fully aware of the operating procedures and policies of the work unit. This position is full-time and is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will have experience providing social services or public assistance to clients. This person will have knowledge of crisis intervention and counseling techniques.

### WHAT YOU'LL DO

- Analyzes clients' financial and eligibility information to determine initial or continuing eligibility for programs.
- Secures case documentation, records, and/or other information from other agencies as required.
- Interview and evaluates clients for specific program services eligibility and/or employment opportunities, including service needs assessment and crisis intervention, to assist individuals/families in achieving self-sufficiency.
- Conducts orientation workshops for new and returning participants; explains regulations, rules and policies to clients and apprises them of their rights and responsibilities for program participation.
- Receives and responds to inquiries regarding program services from clients, other agencies, and the general public.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**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.

## ARE WE A MATCH?

- You are able to interview clients effectively to solicit thorough, pertinent, and accurate information.
- You have knowledge of methods of case recording and report preparation.
- You are able to demonstrate sensitivity, compassion, courtesy, and patience with clients.
- You have knowledge of community social service agencies, other organizations, and functions.
- You are able to maintain confidentiality as appropriate.
- You have knowledge of interpersonal, problem solving, and organizational skills.
- You are able to communicate clearly and concisely, both orally and in writing.
- You have knowledge of business letter writing and report preparation; English language usage, punctuation, spelling, and grammar.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

**I:** Two (2) years of experience performing advanced journey level or specialized clerical/para-professional duties. Experience providing social services, public assistance, counseling, or case management is preferred.

**II:** One (1) year of experience performing duties comparable to those of the Community Action Program Specialist I, or three (3) years of experience providing social services, public assistance, counseling, or case management.

### **EDUCATION:**

High school diploma or GED equivalent.

## 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., Wednesday, September 28th, 2022.

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

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates (If applicable)
- Résumé
- Cover Letter

- 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.