



# COUNTY OF GLENN



Is recruiting for a

## HSA PROGRAM COORDINATOR

### DEADLINE TO APPLY

**Wednesday, March 22nd, 2023**

### COMPENSATION

**\$29.50-\$35.85 Per Hour**

Salary depends on experience and qualifications.

Plus an excellent benefits package:

Mid Managers 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

The HSA Program Coordinator position in the Public Health division plans and coordinates a variety of health and human services agency programs that provide effective services to Glenn County clients; and provides supervision for lower level clinical, administrative and clerical staff, housing rehabilitation/energy workers and performs related duties as assigned. The Program Coordinator has responsibility for directing and organizing a health and human service program(s), and for providing supervision over assigned staff. This position is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be committed to developing and maintaining an extensive knowledge base related to public health and health equity. They will have skills in program planning, implementation, communication, and coordination. This person will have the ability and experience to plan and facilitate meetings and trainings with diverse stakeholders, such as community members, agency partners, and community-based organizations. In addition, they will possess a passion for addressing health inequities and experience working to address them.

### WHAT YOU'LL DO

- Coordinates and directs public health nursing, substance abuse, mental health, or health education services to clients, including clinical care and counseling and public health instruction and education.
- Coordinates specific, targeted public and mental health programs as assigned; coordinates activities of program team members as appropriate.
- Develops scope of work, goals and objectives, strategies and timelines, and protocols for a variety of health and human services programs.
- Participates in program budget planning and management.
- Coordinates services with other County programs and outside social service agencies serving the same populations.
- Organizes and facilitates in-house and inter-agency program meetings, conferences and workshops as required.
- Prepares periodic reports and analyses, case summaries, etc., related to assigned programs.

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 provide effective lead oversight of assigned staff.
- You have knowledge of principles of program coordination and administration.
- You are able to secure the cooperation of, and work effectively with individuals and agencies.
- You have knowledge of principles and techniques of teaching, learning, counseling, outreach and interviewing.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

Two (2) years of experience performing para-professional duties in areas such as public health, health education, nutrition, substance abuse, mental health, community action or social services programs.

### **EDUCATION:**

Completion of a bachelor's degree from a university or collegiate program of study approved for social work, public health nursing, nursing, psychology, social science, education, nutrition or a related field.

## 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, March 22nd, 2023.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

## **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.