



# COUNTY OF GLENN



Is recruiting for a

## HSA CASE MANAGER I/II– Mental Health

### DEADLINE TO APPLY

**Friday, January, 21st, 2022**

### COMPENSATION

**I: \$20.82- \$25.31 Per Hour**

**II: \$25.31- \$27.96 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 performs a variety of para-professional and responsible eligibility determination and case management duties for the Glenn County Health and Human Services Agency, Mental Health Division. This position is full-time and scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be able to perform routine tasks and duties as assigned with direct client contact in the provision of case management, and may include complex cases. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the unit.

### WHAT YOU'LL DO

- Interview and provides rehabilitation services to clients; develops and implements treatment plans; provides follow-up and assists clients with the resolution of problems.
- Provides information to potential clients, clients, and parents/guardians, if applicable, regarding program requirements and benefits.
- Maintains close, collaborative, and cooperative relationships with community agencies, social workers, local law enforcement, and other public agencies carrying out treatment and educational plans; provides information to other County departments and agencies.
- Assists in coordinating client placement in residential treatment facilities and periodically visits clients to assess progress. Provides referrals to other agencies as appropriate.
- Performs home visits, school visits, court, or jail visits as appropriate; attends meetings with other departments, government agencies, and local agencies in matters regarding health and human services issues.
- Attends training, workshops, and continuing education classes, as required or appropriate.
- Makes determinations of crisis situations, authorizes 72-holds for hospitalizations.
- Remains on-call evenings and weekends for crisis and emergency situations.

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 28,122 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 effectively with people of different social, economical, and ethic backgrounds.
- You have knowledge of social, psychological, environmental, and physical aspects of mental and emotional disturbances, disorder, and impacts on clients.
- You are able to work fairly and courteously with the public; handle multiple case assignments; and work effectively with interruptions.
- You have knowledge of methods of medical or program case recording and report preparation.
- You are able to maintain confidentiality as appropriate.
- You have knowledge of community social service agencies, other organizations, and their functions.

## MINIMUM QUALIFICATIONS

### *HHSA Case Manager I:*

#### **EXPERIENCE:**

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

### *HHSA Case Manager II:*

#### **EXPERIENCE:**

One (1) years of full-time experience performing duties comparable to an HHSA Case Manager I classification.

#### **EDUCATION:**

High school diploma or GED equivalent.

#### **LICENSE OR CERTIFICATE:**

Possession of, or ability to obtain a valid California driver's license.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please 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., Friday, January 21st, 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
- 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.