



COUNTY OF GLENN



Is recruiting for a

HHSa CASE MANAGER I/II

DEADLINE TO APPLY

Monday, August 2nd, 2021

COMPENSATION

I: \$20.41- \$24.81 Per Hour

II: \$22.55- \$27.42 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. The incumbent will support the Mental Health Service Act (MHSA) Prevention and Early Intervention components, focusing on suicide prevention, community prevention, community prevention strategies, administrative support, and cultural humility projects. This position is full-time and scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will provide support to suicide prevention campaigns, stigma reduction campaigns, coordinate and lead focus groups, be actively involved in Suicide Prevention Coalition, and other campaign sub committees.

WHAT YOU'LL DO

- 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.
- Participates in designing, developing, and implementing community services education, outreach, and client advocacy programs. Provides program information to the community, schools, and a variety of groups.
- Designs, develops, updates, and presents outreach prevention materials as needed in a variety of settings.
- Attends training, workshops, and continuing education classes, as required or appropriate.
- Performs general administrative/office work as required, including but not limited to, copying and filing documents, preparing/typing documents, answering the telephone, faxing information, entering computer data, attending meetings, ordering supplies, maintaining office cleanliness, etc.
- Performs related duties as assigned.

A complete job description and list of duties can be found at 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 and educate clients, provide case management, and recommend and take effective courses of action.
- You have knowledge of principles and procedures of record keeping.
- You are able to determine eligibility in relation to multiple health services programs and public assistance programs and make referrals as applicable.
- You have knowledge of business letter writing and report preparation; English language usage, punctuation, spelling, and grammar.
- You are able to maintain confidentiality as appropriate.

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 or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Monday, August 2nd, 2021.

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.