



COUNTY OF GLENN

An Affirmative Action – Equal Opportunity Employer
We encourage minorities, women and disabled individuals to apply. In addition, bi-lingual (Spanish, Hmong, Laotian) individuals are encouraged to apply.

HAS A JOB OPPORTUNITY FOR

HHSA CASE MANAGER I/II – PUBLIC HEALTH Women, Infants, and Children (WIC) Program

CLOSE DATE: Friday, March 29th, 2019

SALARY RANGE: I – \$19.39-\$23.57 Per Hour
II – \$21.43-\$26.05 Per Hour
(New employees should anticipate being hired at the beginning of the salary range.)

FINAL FILING DATE: A complete application packet must be received in the Glenn County Personnel Department by **5:00 P.M., Friday, March 29th, 2019**

THE POSITION

The HHSA Case Manager I/II position in the Women, Infants, and Children (WIC) Program at the Glenn County Health and Human Services Agency, performs the duties of a Certified WIC Nutrition Assistant (WNA) including nutrition and breastfeeding risk assessment, nutrition education in an individual and group setting, and breastfeeding support for families participating in the WIC Program. This position will provide excellent customer service while certifying applicants for services, developing nutrition care plans, and will provide referrals to community and social services programs. Experience in WIC Programs, certification as a WNA and lactation educator are preferred. Spanish Bilingual applicants are encouraged to apply. This position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next six (6) months.

TRAINING AND EXPERIENCE

Experience:	I- Two (2) years of full-time experience performing advanced journey level or specialized clerical duties in an office environment. II - One (1) year of full-time experience performing duties comparable to a Case Manager I classification.
Training:	I/II - High school diploma or GED equivalent
License or Certificate:	I/II- Possession of a certificate as a WIC Nutrition Assistant, or Certified Lactation Educator is desired.

All applicants are encouraged to review a detailed job description available at <http://www.countyofglenn.net/dept/personnel/job-opportunities/job-descriptions> and apply only if they clearly meet the Minimum Qualifications for the position.

APPLICANT INSTRUCTIONS/INFORMATION - A COMPLETE APPLICATION PACKET MUST INCLUDE:

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

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 5:00 P.M., Friday, March 29, 2019.

GLENN COUNTY EMPLOYMENT APPLICATION: *Application forms must be filled out completely;* please do not include "refer to resume" on the application. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

Application forms may be completed on CalOpps.org or obtained from and returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: www.countyofglenn.net

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination and fingerprinting as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, an appropriate valid California driver's license. See Training and Experience for any additional required license or certification.

DEGREE OR CERTIFICATIONS: Copies of all required degrees and/or certifications, as outlined in the job description, must be provided. **Please include copies of all required educational degrees beyond high school and special requirement documents such as certificates, licensures, etc. in your job application packet.**

SELECTION PROCESS: The selection process may consist of an application evaluation, oral examination, written exam and fingerprinting process. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. Additional testing may be applicable. If you are selected for an interview, you will automatically be contacted.

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).

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated ClearingHouse.

HOLIDAYS: 13 paid holidays per year (includes 1 floating holiday).

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security. Effective January 1, 2013 Local Miscellaneous Benefit Formula: Classic Member 2.5% @ age 55, New Member 2% @ age 62. Safety Benefit Formula: Classic Member 3% @ age 55, New member 2.7% @ age 57.

VACATION: 0-2 Full years; 11 days, 3-12 full years; 16 days, 13-20 full years; 21 days, after 20 full years; 26 days.

LONGEVITY: 10+ Full years; 5%, 15+ full years; 6%, 20+ full years; 7%, 25+ full years; 8%, 30+ full years; 9%.

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.

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bona-fide occupational qualifications). The County has a policy prohibiting discrimination against qualified individuals with disabilities.