



# COUNTY OF GLENN



Is recruiting for a

## HHS PROGRAM COORDINATOR-Public Health

### DEADLINE TO APPLY

**Friday, October 29, 2021**

### COMPENSATION

**\$29.21- \$35.51 Per Hour**

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

Plus an excellent benefits package:

Glenn County Mid Managers Association

### 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 at the Glenn County Health and Human Services Agency, Public Health Division, plans and coordinates the Oral Health Program, that provides effective services to the Glenn County clients; provides supervision for lower level program, administrative, and clerical staff, and performs related duties as assigned. This position is full-time and is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be able to exercise broad judgement in defining work objectives and determining methods to meet objectives within program regulations and requirements.

### WHAT YOU'LL DO

- Coordinates specific, targeted public health programs as assigned; coordinates activities of program team members, as appropriate.
- Develops scope of work, goals and objectives, strategies and timeliness, and protocols for a variety of health and human services programs.
- Participates in program budget planning and management.
- Organizes and facilitates in-house and interagency program meetings, conferences, and workshops as required.
- Writes, negotiates, updates, and manages health and human services grants and/or contracts for a variety of programs.
- Collaborates with the Fiscal Department to monitor program budgets, disburses funds for appropriate services, and tracks grant and budget monies.
- Provides staff and student/intern leadership, supervision, performance evaluation and training as assigned.
- Works with subcontractors, consultants and outside community members on various program issues and functions.
- May service as public information officer for assigned programs; writing press releases, articles, and participating in interview for public health.

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 plan, organize, and carry out community health activities.
- You have knowledge of program coordination and administration.
- You are able to work effectively with individuals and families to assist them in the satisfactory solution of public health problems.
- You have knowledge of principles and techniques of teaching, learning, counseling, outreach, and interviewing.
- You are able to provide leadership in community health programming.
- You have knowledge of business letter writing and report preparation; English language usage, punctuation, spelling and grammar.
- You are able to work effectively with individuals and families to assist them in the satisfactory solution of public health problems.

## 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., Friday, October 29, 2021.

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

- 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.