



# COUNTY OF GLENN



Is recruiting for a

## HHS PROGRAM COORDINATOR, SENIOR

### DEADLINE TO APPLY

**Tuesday, August 10th, 2021**

### COMPENSATION

**\$2,493.60- \$3,030.40 Bi-Weekly**

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, Mental Health Division, plans and coordinates a variety of complex services and programs. The services and programs may include crisis services that provide effective health services to clients. This position provides supervision over clinical, administrative, and clerical line staff, and performs related duties as assigned. This position is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

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

### WHAT YOU'LL DO

- Plans, prioritizes, assigns, leads, and supervises the work of master level senior mental health counselors and master level social workers for licensure. Reviews progress notes and staff time focused toward obtaining licensure.
- Coordinates and oversees all aspects of the adult and children's clinical component of health services.
- Participates as a team member of the agency's leadership team which guides and makes program and agency decisions regarding a variety of complex mental health programs.
- May supervise day, night, and weekend emergency crisis services, including scheduling, training, and resolving issues with law enforcement, hospitals, community, and consumers. Initiates and rescinds 5150 psychiatric holds; functions as mental health liaison for law enforcement, hospitals, or jail when appropriate.
- Works with subcontractors, consultants, and outside community members on various program issues and functions.

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 understand complex situations and make difficult and creative decisions.
- You have knowledge of principles and practices of leadership, motivation, team building, conflict resolutions and supervision.
- You are able to work effectively in sensitive and crisis situations.
- You have knowledge of principles and techniques of teaching, learning, counseling, outreach, and interviewing.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE AND EDUCATION:**

Four (4) years of increasingly responsible substance abuse or mental health program experience; AND Completion of a Master's Degree from an accredited university or collegiate program of study approved for, psychology, social work, social science, or related field.

OR

Two (2) years of professional experience as a Health and Human Services Agency Program Coordinator.

### **LICENSE OR CERTIFICATE:**

Possession of, or ability to obtain, a valid California driver's license. Possession of a valid license as a Licensed Clinical Social Worker (LCSW) or Marriage Family Therapist (MFT) are desirable.

## 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., Tuesday, August 10th, 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.