



## 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 **PSE III – COMMUNITY ACTION PROGRAM SPECIALIST I/II**

**CLOSE DATE: Friday, September 25<sup>th</sup>, 2020**

**SALARY RANGE:** I – \$18.20 Per Hour  
II – \$20.10 Per Hour

**FINAL FILING DATE:** A complete application packet must be received in the Glenn County Personnel Department by **5:00 P.M., Friday, September 25<sup>th</sup>, 2020**

#### THE POSITION

The PSE III – Community Action Program Specialist I/II position determine clients' needs for program services and to provide case management and/or crisis intervention in one or more of various program areas, including housing services, weatherization, youth delinquency prevention, victim witness, family self-sufficiency and preservation, consumer training and education, income and employment services, and emergency assistance. Performs other duties specific to Community Action and/or other related duties as assigned at the Glenn County Community Action Department. Employees within the Community Action Program Specialist II class are distinguished from the Community Action Program Specialist I by the performance of the full range of duties as assigned, including the more complex cases. This position is at-Will, Temporary and Part-Time - scheduled for up to twenty-five (25) 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

<b>Experience:</b>	I - Two (2) years of experience performing advanced journey level or specialized clerical/ para-professional duties. Experience providing social services, public assistance, counseling, or case management is preferred. II - One (1) year of experience performing duties comparable to those of the Community Action Program Specialist I, or three (3) years of experience providing social services, public assistance, counseling or case management.
<b>Training:</b>	I/II - High school diploma or GED equivalent.

**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](http://www.countyofglenn.net)

For a complete job description, please visit the Glenn County Personnel Department

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER. WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BI-LINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY. WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS SHOULD CONTACT THE PERSONNEL DEPARTMENT