



# COUNTY OF GLENN



Is recruiting for a

## PUBLIC AUTHORITY REGISTRY SPECIALIST

### DEADLINE TO APPLY

**Friday, May 14th, 2021**

### COMPENSATION

**\$17.55—\$21.34 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

The Public Authority Registry Specialist position is located in the Social Services Division of the Glenn County Health and Human Services Agency. This position implements policies and procedures related to the Public Authority In Home Support Services (IHSS) provider registry, including registry database management; implementation of policies and procedures related to IHSS provider and consumer training, and support services; and assists with receptionist and clerical tasks. 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 twelve (12) months.

### THE IDEAL CANDIDATE

The ideal candidate will be responsible for the day-to-day operation of the IHSS provider registry; and provision of provider and consumer support services, which includes social casework of average difficulty in evaluating client needs, monitoring clients and providers, and investigating and resolving complaints. This position will require travel to different locations throughout the County of Glenn.

### WHAT YOU'LL DO

- Recruits providers for the registry, assists providers with registry application and intake process, checks provider references and background, conducts provider orientations, and monitors provider follow-up.
- Conducts consumer intakes with the County IHSS Social Worker, generates lists of providers for consumers, refers providers to consumers and conducts consumer follow-up.
- Provides consumer and provider support services, including conflict resolution between consumers and providers; investigating complaints and evaluating the situation with the County IHSS Social Worker; assists in resolution of complaints, including training or change of providers.
- Provides information to consumers about resources within the agency and the community.
- Performs general administrative/office work and related duties.

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 interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- You have knowledge of appropriate techniques of providing personal care, use of adaptive equipment, etc.
- You are able to manage and maintain a computerized provider registry database.
- 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

### **EXPERIENCE:**

One (1) year of full-time experience in an administrative or staff capacity performing social work, vocational rehabilitation, human resource management, in-home provider registry, physical or occupational therapy, or closely related field. AND,

### **EDUCATION:**

Possession of a Bachelor's degree from an accredited college or university, with a major in social work, vocational rehabilitation, human resource management, health, physical or occupational therapy, or closely related field.

OR

### **EXPERIENCE:**

Two (2) year of full-time experience in an administrative or staff capacity performing social work, vocational rehabilitation, human resource management, in-home provider registry, physical or occupational therapy, or closely related field. AND,

### **EDUCATION:**

Successful completion of 30 semester or 45 quarter units in social work, vocational rehabilitation, human resources management, health, physical or occupational therapy, or closely related field.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please 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, May 14th, 2021.

### 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.