

COUNTY OF GLENN



Extra Help Employee - Clinical Nurse Health and Human Services Agency

Deadline to Apply: Wednesday, May 7, 2025

COMPENSATION: \$38.82 per hour

Salary depends on experience and qualifications.

Glenn County Extra Help Employee **benefits package.**

Applications must include:

- Glenn County Employment Application
- Valid license as a registered nurse in California
- Resume
- Cover Letter

Interview Date: Friday, May 23, 2025

The Extra Help Employee - Clinical Nurse position will be housed with the Health and Human Services Agency in the Behavioral Health division. This is a journey-level technical classification. Positions at this level work independently while exercising judgment and initiative. Positions at this level receive instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This position is scheduled for up to twenty five (25) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have experience administering medications or injections and assist clients in accessing health and community services.

JOB DUTIES

- Conducts immunization and flu vaccination clinics for children and adults on-site and in community settings.
- Participates in program outreach and public information / publicity activities.
- Performs general office work as required, including but not limited to copying and filing documents, preparing/typing documents, answering the telephone, faxing information, entering computer data, attending meetings, ordering supplies, maintaining office cleanliness, etc.
- Prepares required reports and records with accuracy and in a timely manner.

Refer to the **job description** for a full list of duties.

About Glenn County:

Glenn County has a population of 29,132 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.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Two years of responsible nursing experience, preferably including some public / community health experience.

EDUCATION:

Completion of a registered nursing program.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a valid license as a registered nurse in California.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications can be submitted online or in person until **5:00 PM on Wednesday, May 7, 2025**.

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written 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 Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

COUNTY OF GLENN JOB OPPORTUNITIES



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.