



THE COUNTY OF SUTTER

Invites Applications for RESOURCE SPECIALIST Bilingual Spanish

FINAL FILING DATE:

Open Until Filled

\$24.90 - \$30.75/Hourly*

*Plus \$100 per month Bilingual Pay

THE POSITION: Under general supervision, performs professional level functions involving the design, implementation and coordination of specialized components of Behavioral Health programs focusing on the social, educational, housing and vocational needs of individuals served and their families; serves as an information source for clients and their families. Employees in this classification are responsible for the development, implementation, maintenance, and coordination of mental health services specializing in prevention and early intervention; institutional placements; community housing; education and employment; parenting education; or in promoting self-help programs. ***The current vacancy is in the Prevention & Early Intervention (PEI) Program and does not normally work with individual clients but with the community to assist in the development and implementation of the PEI plan. The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.***

JOB DUTIES: Plans, designs, organizes, implements, and coordinates assigned service; develops and monitors program goals, attend meetings with community groups, and maintains ongoing support and contact with clients and their families; tracks progress of clients and follow up; ensures and maintains the confidentiality of health information on clients; evaluates program effectiveness; audits records to ensure program compliance and quality of service; utilizes evidence-based practices and promising practices to insure optimal results; prepares grant applications, comprehensive reports and manages specific budgetary items as assigned; acts as a liaison between the department and other community agencies and between clients and employers and provides extensive coordination and collaboration when necessary; meets with staff to obtain information concerning clients to be involved the program(s); meets and provides consultation, advice, and networking to various instructors, counselors, administrative and supervisory personnel of schools, residences and businesses where clients attend, live and/or work; contacts any other sources which may provide additional information or insight into school, work and independent living problems; conducts workshops and provides counseling to assist clients and their families in dealing effectively with the social, housing, educational and vocational needs; supervises and develops work schedules for assigned staff performing work related to this activity; operates a computer to enter, modify and review data; prepares and/or generates various correspondence and documentation; reviews various documentation and processes, forwards, or takes other action as appropriate; answers the telephone, provides information, takes messages and/or directs calls as appropriate; responds to requests for information or assistance; attends meetings, hearings and conferences; represents the agency to other community agencies; maintains departmental files and records; maintains inventory of departmental supplies and initiates requests for new or additional materials; provides on-call coverage as needed.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: The principles and practices necessary to plan, implement and coordinate specialized mental health programs; general knowledge of characteristics of common mental health disorders; needs and problems of the human services population to which the incumbent is assigned; basic interviewing and counseling techniques; human behavior and dynamics; community resources and programs that are available for meeting educational, vocational, housing and social needs of clients and families; laws and regulations affecting the mental health treatment of clients; basic office procedures and practices; principles, procedures and practices of record keeping and report writing; standard office equipment; and basic computer applications and techniques.

Ability to: Develop, implement, coordinate and support services for clients; solicit and evaluate confidential information from clients and other staff; maintain confidentiality of client information; analyzing and resolving service delivery problems and formulating successful resolutions; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction; identify, analyze, and evaluate situations and adopt effective courses of action; establish and maintain effective working relationships with other staff members, clients, and the general public; understand factors important to behavior patterns; assist clients in identifying and correcting inappropriate behavior; communicate effectively both orally and in writing; prepare clear and concise reports; maintain accurate records; operate standard office equipment; utilize various software programs relevant to the position; operate a motor vehicle; and ability to speak/write in Spanish.

Education and Experience: Completion of core college course work in psychology, sociology, or a related social science field and two years of progressively responsible experience working in a community based organization(s) that would demonstrate the possession of the above knowledge and abilities; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Special Requirements: *Essential duties require the following physical and work requirements:* Ability to maintain mental capacity, which allows the capability to exercise sound judgment and rational thinking under varied circumstances; think and act quickly in emergencies; effectively deal with personal danger; requires the ability to exert physical effort in an emergency as well as sedentary to light work involving moving from one area of the office to another; ability to maintain effective audio-visual discrimination and perception required for making observation and judgment regarding client behavior; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies; involves VDT exposure; ability to operate a motor vehicle.

License: Must possess and maintain a valid California State Driver's License.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Rev. Date04-06-2018



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>			<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>		
Tier 1 Classic	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE	Up to 11-15-2011
Tier 2 Classic	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE	11-16-11 to 12-31-2012
Tier 3 New	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE	1-1-13 (PEPRA)
Note: Tier formula eligibility depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who are enrolled in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Notice: In accordance with Government Code 3502.5 all employees hired into job classifications in the General and Professional Bargaining Units are bound by an Agency Shop Agreement and are represented by the Sutter County Employees Association labor contracts. All employees hired in these Bargaining Units are required to pay an initiation fee of \$45.00, plus dues of approximately 1% of the employee's base pay to the Sutter County Employees Association.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.