

COUNTY OF GLENN



HHSA Case Manager I/II

Health and Human Services Agency

Public Health

Deadline to Apply: Wednesday, January 28, 2026

COMPENSATION: I: \$24.66 - \$29.98 II: \$27.24- \$33.12 per hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include:

- Glenn County Employment Application
- Resume
- Cover Letter

Interview Date: **Friday, February 6, 2026**

This position provides essential case management services to support individuals and families in accessing community resources and services. HHSA Case Manager I is an entry-level, training-focused role that performs routine case management duties under close supervision. HHSA Case Manager II is the journey-level classification and performs the full range of case management functions, including direct client contact and complex cases, with greater independence and professional judgment. This position may work in one or more Public Health programs such as Women, Infants and Children (WIC) and/or health initiatives related to health equity, health care systems, and social determinants of health. This is an in-person position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to work fairly and courteously with the public; handle multiple case assignments; and work effectively with interruptions. The ideal candidate will be bilingual and possess a certificate as a WIC Nutrition Assistant, or Certified Lactation Educator.

JOB DUTIES

- Assists public health nurses in coordinating and conducting community events, such as immunization clinics; assists with screening process, initial assessments, clinic immunization records management, tracking and appropriate reporting.
- Provides case management through individual or group rehab methods for children and/or adults for a variety of health services programs and services.
- Coordinates services with individuals, coordinates activities with other departments, medical providers, social workers, schools and/or other outreach agencies as appropriate to ensure that the needs of the clients are met.
- Performs general administrative/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.

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:

I - Two (2) years of full-time experience performing advanced journey level or specialized clerical duties in an office environment.

II - One (1) year of full-time experience performing duties comparable to a HHSA Case Manager I classification.

EDUCATION:

I/II: High school diploma or GED equivalent.

LICENSE OR CERTIFICATE:

I/II: Possession of, or ability to obtain a valid California driver's license. Possession of a certificate as a WIC Nutrition Assistant, or Certified Lactation Educator is desirable.

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, January 28, 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.