



COUNTY OF GLENN



Is recruiting for a

HSA CASE MANAGER I/II— Limited Term

DEADLINE TO APPLY

Friday, December 3rd, 2021

COMPENSATION

I: \$20.82- \$25.31 Per Hour

II: \$23.00- \$27.96 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

This position performs a variety of para-professional and responsible eligibility determination and case management duties for the Glenn County Health and Human Services Agency, Public Health Division. This position is scheduled for forty (40) hours per week and is a two (2) year limited term position. This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

THE IDEAL CANDIDATE

The ideal candidate will be able to perform routine tasks and duties as assigned within the Public Health COVID response unit and will be responsible for direct client contact in the provision of case management, and may include complex cases. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the unit.

WHAT YOU'LL DO

- Performs client intake procedures, eligibility determinations, and establishes case loads and services for programs in public health.
- 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.
- 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.
- Attends training, workshops, and continuing education classes as required or appropriate.
- 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.

A complete job description and list of duties can be found at
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 interview and educate clients, provide case management, and recommend and take effective courses of action.
- You have knowledge of principles and procedures of record keeping.
- You are able to determine eligibility in relation to multiple health services programs and public assistance programs and make referrals as applicable.
- 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

HHSA Case Manager I:

EXPERIENCE:

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

HHSA Case Manager II:

EXPERIENCE:

One (1) years of full-time experience performing duties comparable to an HHSA Case Manager I classification.

EDUCATION:

High school diploma or GED equivalent.

LICENSE OR CERTIFICATE:

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

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, December 3rd, 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.