

COUNTY OF GLENN



HHSA Case Manager I/II Health and Human Services Agency

Deadline to Apply: Wednesday, July 2, 2025

COMPENSATION: I: \$23.45 - \$28.51 II: \$25.92 - \$31.50 per hour

Salary depends on experience and qualifications.

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

Applications must include:

- Glenn County Employment Application
- Transcripts and/or Certificates
- Resume
- Cover Letter

Interview Date: **Monday, July 21, 2025**

This position performs a variety of para-professional, case management duties, and performs related duties as assigned in the adult, youth, and family Mental Health Units, along with providing crisis services. The HHSA Case Manager II is distinguished from the HHSA Case Manager I by the performance of the full range of duties as assigned and is responsible for the provision of case management including complex cases. Both levels of this position are responsible for providing direct case management services to clients. The position is located in the Behavioral Health Division at the Glenn County Health and Human Services Agency and is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have knowledge of community social service agencies, other organizations, and their functions as well as basic principles of psychology, sociology, child development or nutrition.

JOB DUTIES

- 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.
- Receives referrals from the courts, schools, social workers or other individuals or organizations regarding individuals.
- Maintains close, collaborative and cooperative relationships with community agencies, social workers, local law enforcement and other public agencies carrying out treatment and educational plans; provides information to other County departments and agencies.
- Provides case management through individual or group rehab methods for children and/or adults for a variety of health services programs and services.

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 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. Bi-Lingual Services highly desired. Possession of a license as psychiatric technician 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, July 2, 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.