

COUNTY OF GLENN



Substance Use Disorder Counselor I/II Health and Human Services Agency

Deadline to Apply: Tuesday, May 13, 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
- Valid Substance Use Disorder Counselor Registration or Certificate
- Resume
- Cover Letter

Interview Date: **Thursday, May 29, 2025**

The Substance Use Disorder Counselor I/II position is located in the Behavioral Health division at the Health and Human Services Agency. This position performs a variety of para-professional and responsible eligibility determination and case management duties for alcohol and drug programs, including crisis services to individuals; and performs related duties as assigned. The Substance Use Disorder Counselor II is the full journey-level class within series and performs the full range of duties as assigned, responsible for direct client contact in the provision of case management including complex cases. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have knowledge of substance abuse life cycle symptoms and behaviors, as well as excellent interpersonal and communication skills, and be compassionate towards clients and their families regardless of the circumstances.

JOB DUTIES

- Performs client intake procedures, eligibility determinations and establishes case loads and services for programs in drug and alcohol, specialized programs, grant funded programs, and other health and human services programs.
- Maintains Glenn County drug and alcohol specialized programs, grant funded programs caseloads under the supervision of a health services program coordinator or HHSA program manager.
- Communicates with clients; determines eligibility, educates clients regarding various health services, social services, grant funded and specialized programs and recommends other sources of services for those not eligible.
- Tracks, documents, and prepares information for appropriate billing for services; maintains established productivity rates for a variety of health services programs.

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 - Experience in social or behavioral services or related field desired. Education in behavioral science with counseling or addiction focus is desirable; and some experience providing substance abuse counseling.

II - Experience or education in behavioral science, social work, sociology, psychology, or a related field; and One (1) years of substance abuse counseling or related experience at a level equivalent to the County's Substance Use Disorder Counselor I.

LICENSE OR CERTIFICATE:

I/II: Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

Possess and maintain registration or certification equivalent to Certified Alcohol Drug Counselor certification from a California Department of Health Care Services approved certification program.

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 Tuesday, May 13, 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.