

COUNTY OF GLENN



Community Action Program Specialist I/II Community Action Department

Deadline to Apply: Tuesday, October 1, 2024

COMPENSATION: I: \$21.54 - \$26.19 II: \$23.81 - \$28.95 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: Wednesday, October 16, 2024

The Community Action Program Specialist determines client's needs for program services and provides case management and/or crisis intervention in one or more various program areas. The Community Action Program Specialist II is the full journey level class within the series and is distinguished from the entry level class by the performance of the full range of duties, including the more complex cases. This position is full-time and is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have experience providing social services or public assistance to clients. This person will have knowledge of crisis intervention and counseling techniques.

JOB DUTIES

- Analyzes clients' financial and eligibility information to determine initial or continuing eligibility for programs.
- Secures case documentation, records, and/or other information from other agencies as required.
- Interview and evaluates clients for specific program services eligibility and/or employment opportunities, including service needs assessment and crisis intervention, to assist individuals/families in achieving self-sufficiency.
- Conducts orientation workshops for new and returning participants; explains regulations, rules and policies to clients and appraises them of their rights and responsibilities for program participation.
- Receives and responds to inquiries regarding program services from clients, other agencies, and the general public.

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. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

MINIMUM QUALIFICATIONS

EXPERIENCE:

I: Two (2) years of experience performing advanced journey level or specialized clerical/para-professional duties. Experience providing social services, public assistance, counseling, or case management is preferred.

II: One (1) year of experience performing duties comparable to those of the Community Action Program Specialist I, or three (3) years of experience providing social services, public assistance, counseling, or case management.

EDUCATION:

I/II: High school diploma or GED equivalent.

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 no later than **Tuesday, October 1, 2024**.

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.