

COUNTY OF GLENN



HHSA Case Manager I/II Behavioral Health

Deadline to Apply: Friday, August 9, 2024

COMPENSATION: I- \$22.33 - \$27.14 II- \$24.66 - \$29.98 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
- Transcripts and/or Certificates
- Cover Letter

Interview Date: Wednesday, August 21, 2024

This position performs a variety of para-professional, responsible eligibility determination, case management duties, and performs related duties as assigned in the Adult Unit and Adult Drop In Center. The HHSA Case Manager II is distinguished from the HHSA Case Manager I by the performance of the full range of duties as assigned, responsible for direct client contact in the provision of case management including complex cases. The position is located in the Behavioral Health Division at the Glenn County Health and Human Services Agency is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have knowledge of principles, practices and current issues in health education, health services, mental health, or community based services.

JOB DUTIES

- Provides case management through individual or group rehab methods for children and/or adults for a variety of health services programs and services.
- Teaches independent living skills, behavior modification and social skills to clients as part of rehabilitation skills; implements wellness and recovery philosophy and values to clients through education and outreach programs.
- Tracks, documents and prepares information for appropriate billing for services; maintain established productivity rates 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.

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 full-time experience performing advanced journey level or specialized clerical duties in an office environment.

II - One (1) years 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.

II - 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 **Friday, August 9, 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.