

INYO COUNTY
PERSONNEL SERVICES
P. O. BOX 249
INDEPENDENCE, CA 93526



(760) 878-0377
FAX (760) 872-2712

AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

HEALTH AND HUMAN SERVICES SPECIALIST I – Part Time

Application Deadline: October 31, 2017

DEPARTMENT: Health and Human Services
LOCATION: Countywide
SALARY: Range 50 \$15.05/hour
Up to 19 hours per week – No County benefits

DEFINITION: To provide a range of paraprofessional and case management services under general supervision. For the Health and Human Services Specialist (HHS Specialist) I level, such services include both direct client services and support to professional staff.

CURRENT POSITION: The current position is located in our Behavioral Health Division and preference will be given to consumers of mental health services who bring life experience to the provision of paraprofessional services.

ESSENTIAL JOB DUTIES: Under direct supervision, the HHS Specialist I may interpret and explain regulations and policy to clients; assist with a limited caseload; provide assistance to clinicians, social workers, nurses and/or other professional staff with such things as transportation of clients, collecting client documentation and coordinating communication with clients; work with other local agencies in obtaining necessary documentation for casework; provide clerical support, including: maintaining records and inputting data on computer, attending meetings and recording minutes, composing letters, completing reports, collecting and synthesizing data, and maintaining files, listings, and records; performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience: Either a high school graduate or equivalent with one year of full-time experience performing paraprofessional¹ or clerical duties; OR relevant volunteer experience with the County of Inyo performing paraprofessional or clerical duties may be substituted for all or part of the work experience requirement.

¹*Paraprofessional is defined as a person trained to assist a professional (including but not limited to social workers, therapists, doctors, teachers, and lawyers), but is not licensed to independently practice in the profession.*

Knowledge of:

Appropriate professional interpersonal skills; correct English usage, spelling, grammar, and punctuation; IBM-compatible computers and software; some Internet familiarity; use of media as a communication tool.

Ability to: Compose basic business letters and professional correspondence; provide professional telephone and in-person responses to members of the public; operate office equipment such as photocopy machine, facsimile machine, typewriter, computer; make public presentations occasionally; balance and prioritize multiple tasks at the same time; prepare accurate and timely reports; think quickly and respond appropriately to unexpected client behavior; establish and maintain effective working relations with co-workers, outside organizations, and the public; perform detailed procedures with accuracy and efficiency, and maintain confidential information in accordance with legal standards and/or County regulations.

Typical Physical Requirements: While performing the essential functions of this job class, the employee is regularly required to: use hands and fingers to operate a vehicle and a variety of office equipment; possess flexibility and endurance to sit, stand, walk, bend, squat, climb, kneel, twist, and reach; talk and hear clearly and concisely to communicate with general public, clients, supervisors, and fellow employees on a continuous basis; regularly lift and/or carry and/or move objects weighing up to 10 pounds, and is occasionally lift and/or carry and/or move objects up to 50 lbs.

Typical Working Conditions: Assigned work is performed in an office and occasionally in the outdoor environment. Incumbent will have continuous contact with clients, County staff, management, general public and outside organizations/agencies.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

SPECIAL REQUIREMENTS: Must be able to travel, either alone or with clients, within Inyo County routinely in the course of work, and occasionally travel outside Inyo County in the course of work; may be required to work flexible hours including evenings and weekends on some occasions; must possess a valid California driver's license; must successfully complete pre-employment background investigation. Consistent attendance is an essential function of the position.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants, and may include a qualification screening, written examination, and oral examination.

APPLICATION: Applications must be received in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m., **October 31, 2017 (postmarks not accepted)**. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached."** Incomplete applications will not be processed. Applications may be faxed to meet the deadline.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.