

CAREER OPPORTUNITY

HEALTH & HUMAN SERVICES SPECIALIST

(MSS TITLE: ELIGIBILITY AND SERVICES TECHNICIAN)

INYO COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

Monthly Salary: \$2,779 - \$3,380

Application Deadline:

November 9, 2010

5:00pm PST

Oral Examination:

Tentatively scheduled for the week of **November 29, 2010**

Location:

The administrative offices for the Inyo County Department of Health & Human Services are located in Bishop, California.

The existing eligible list will be abolished upon completion of this examination.

Additional Information

License: A valid driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Current and future vacancies will be filled contingent upon continued funding; should funding cease, position will be eliminated.

**SEE REVERSE FOR
INSTRUCTIONS ON HOW
TO APPLY FOR THIS
POSITION**

About Inyo County

Inyo County is in a beautiful, remote portion of California at 4,000 feet elevation with an abundance of fishing, hiking, mountain biking, and other outdoor recreational opportunities. The City of Bishop, with a population of over 3,000, is the only incorporated city in the county. The greater Bishop area is home to over 12,000 residents. Major medical services and extensive shopping areas are three hours away.

The Position

This position regularly assists with a limited range of eligibility and/or social services cases. Under general supervision the incumbent may interpret and explain regulations and policy to clients; determine the need for and provide basic social services and case management services to eligible clients; learn and apply basic case study methods and casework services; instruct parents in the development of parenting and household management skills; provide education and/or referrals for child abuse prevention, drug and alcohol abuse prevention, and other health services; may monitor, and coordinate the work of volunteers and/or other staff as assigned; assist Social Workers with such things as transportation of clients and foster care placement paperwork; maintain records and input data on computer; complete various reports and tracking sheets as directed; work with other local agencies in obtaining necessary documentation for casework; and perform other duties as assigned.

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

Two years of full-time experience performing duties comparable to a Vocational Assistant, Homemaker, or Office Assistant II;

OR

Academic education beyond the twelfth grade may be substituted for one year of the required experience on the basis of either: one year of general education being equivalent to one year of experience; or one year of education of a business or commercial nature being equivalent to one year of experience.

Inyo County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application. Applicants are encouraged to apply online by logging onto www.mss.ca.gov and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Humboldt County Department of Health & Human Services administrative offices, or the County Personnel Department. **Application documents must be mailed to the address below and received by 5:00 pm PST on the application deadline. POSTMARKS ARE NOT ACCEPTED.**

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815
(916) 263-3614

Note: Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.

THE EXAMINATION PROCESS

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least **TWO WEEKS PRIOR** to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don't forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at www.eres.com for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree equivalency from any of the listed member agencies.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

Bulletin Issue Date: November 2, 2010