

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



(760) 878-0377  
FAX (760) 878-0465

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: June 25, 2021**

**DEPARTMENT:** Health and Human Services  
**LOCATION:** Countywide  
**SALARY:** Range PT50 \$15.97 - \$19.39 per 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 and II levels, such services include both direct client services and support to professional staff. For the journey-level HHS Specialist III and IV, incumbents provide a broad range of services and support, including educational and case management services with youth, transitional age youth, adults, and/or older adults. **The current position is located in our Behavioral Health Division working at our Wellness Centers. 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 support to professional staff, 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:** A high school graduate or equivalent with one year of full-time experience performing paraprofessional<sup>1</sup> 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.

<sup>1</sup>*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 photocopier 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 stairs, 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 25 pounds, and occasionally lift and/or carry and/or move objects up to 50 lbs.

**Typical Working Conditions:**

Assigned work is regularly performed in an office or clinic setting, and occasionally in a client's home, in a community setting, or in the outdoor environment. Incumbent will have continuous contact with clients, County staff, management, general public and outside organizations/agencies.

**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 operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency. 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., June 25, 2021 (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.

**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 hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and Death Valley area (Death Valley, Shoshone, and Tecopa). **All positions are considered Countywide positions.** 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.