



CHURCHILL COUNTY
invites applications for the position of:

Resource Liaison (Eureka - Public Health)

SALARY:	\$18.21 Hourly
OPENING DATE:	06/11/22
CLOSING DATE:	Continuous

POSITION SUMMARY:

Reach out to lend a helping hand. Make a difference. Connect people who have needs to the resources that can help help them. It's challenging. It can be rewarding. Does this sound intriguing? If so, read on...

Churchill County is currently recruiting for a full-time Resource Liaison for the Eureka County community. The person in this position will perform outreach services to members of the community to help them find services they need. The person also coordinates services to ensure clients are receiving right care. The current recruitment is for a position connected to the Public Health Division, with a focus on healthcare services and outreach. This position will grow and evolve to address a variety of health needs. You would interview clients and obtain information, verify the accuracy information, align clients' needs with available resources, assist the clients in filling out applications and other paperwork, and other related duties. The position is grant funded and has received full funding for one-and-a-half years. It is the county's desire for this position to continue on beyond that timeframe. Churchill County reserves the flexibility to reassign Resource Liaisons from one function to another in order to best meet the needs of the department and community.

Churchill County has an attractive compensation package that extends beyond just the salary. The county pays 100% of the retirement contribution to Nevada PERS on your behalf (29.75% over and above your wage, equivalent to \$11,200/year). The county pays 100% of the employee-only health insurance premiums (equivalent to \$10,800/year). AND you will not have Social Security taken out of your paycheck, which results in an additional 6% take-home pay (equivalent to \$2,200/year).

If you are interested and qualified for this opening, **submit an application online at www.churchillcounty.org/careers**. Applications will be accepted until the position is filled. (An eligible list may be established to fill this and other Resource Liaison positions that may come open in the next 12 months.)

ESSENTIAL FUNCTIONS:

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Demonstrates regular, reliable and punctual attendance.
- Interviews clients to obtain information, determines pre-eligibility for various social service programs and assesses the appropriateness of referral to other community assistance,

medical or social service agencies.

- Assesses the need for specific types of assistance, such as transportation, medical care, housing, appliances for the disabled, senior companion or burial services.
- Provides outreach to the community or client base to which assigned, meeting and interviewing them in various locations, including, but not limited to, detention centers, medical facilities, clients' homes, on the street, etc.; makes clients aware of services and community resources available to them.
- Obtains and verifies income, asset insurance and related information; contacts employers, banks, social security, veterans' administration and other public and private sources as necessary.
- Assists clients in completing applications; provides factual information regarding various program regulations and procedures; may act as an advocate for the client with other organizations.
- Creates and maintains case files; maintains accurate documentation regarding all information received and actions taken.
- Maintains accurate logs and complies records of work performed.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Enters client information into an automated database system.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

DISTINGUISHING CHARACTERISTICS: This class is responsible for outreach work to potential and current clients. This class is distinguished from Human Services Caseworker in that the Caseworker makes determinations about eligibility and performs extensive follow-up with clients.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

Equivalent to graduation from high school AND two (2) years of full-time experience in secretarial or general office support work which has included dealing with the public and populations from different socioeconomic, ethnic and cultural backgrounds, OR an equivalent combination of education, training and experience.

Must obtain Community Health Worker Certification within six months of hire.

Required Knowledge and Skills

Knowledge of:

- Basic terminology and concepts related to the provision social services.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Business arithmetic.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Computer applications related to the work, including Microsoft Word, Excel, and PowerPoint.

Skill in:

- Interviewing and investigating to gain necessary information and determine potential eligibility for programs.
- Understanding and following oral and written directions.
- Understanding, applying and explaining applicable standards, regulations, and procedures.
- Making accurate arithmetic calculations.
- Maintaining accurate records and files related to work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- contributing effectively to the accomplishment of team, department, or work unit goals, objectives, and activities.
- Speaking English effectively to communicate in person or over the telephone.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Organizing own work, setting priorities and meeting critical deadlines.
- Using initiative and independent judgment within general policy guidelines.
- Working without close supervision in standard work situations, including in the office and in the field.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Nevada Driver's License.

Nevada Community Health Worker Certification (must be obtained within six months of hire)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, and to drive a motor vehicle to various work sites; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone and in person.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).*
3. *Churchill County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

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Resource Liaison (Eureka - Public Health) Supplemental Questionnaire

- * 1. As part of the application process, this Supplemental Questionnaire must be completed along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire.
 - I understand.
- * 2. Do you understand and accept that this position is located in (and requires working in) Eureka, Nevada?
 - Yes No
- * 3. This position requires you to successfully pass a drug test. The county follows federal guidelines regarding drug testing, thus marijuana (cannabis, CBD products with THC, etc.) is considered a prohibited substance. Are you aware of this provision and can you pass a pre-employment (and random) drug test?
 - Yes, I can pass pre-employment and random drug testing.
 - No, I cannot meet the drug testing requirements.
- * 4. Employees in this position are required to have a driver's license and a good driving record to perform the duties of this position. Do you understand these requirements and are you currently able to meet them?
 - Yes, I understand these requirements. I have a current valid driver's license, and I have and will maintain a good driving record.
 - No, I cannot meet these requirements.
- * 5. Any certifications relevant to the position you may possess are a plus. If you have any relevant certifications, including Crisis Intervention Training (CIT) or Community Health Worker (CHW), be sure to attach them to your application receive full consideration.
 - I do not have any relevant certifications and have not attached them.
 - I have relevant certifications, but I have not attached them.
 - I have relevant certifications, and I want to make sure they are fully considered; therefore, I have attached them.
- * 6. How many years of full-time general administrative support experience do you have?
 - No Experience
 - 1 month to 1 year of Experience
 - 1 to 3 years of Experience
 - 3 to 5 years of Experience
 - More than 5 years of Experience
- * 7. What is your experience working with low-income populations and people from a variety of socio-economic backgrounds?
 - None
 - 3 Months to 11 Months
 - 12 months to 23 months
 - 24 Months to 60 Months
 - Over 60 Months

- * 8. Describe how you have been exposed to members of the public from a variety of socioeconomic backgrounds. Include in your discussion how frequently you have had to work with them and what your role was.

- * 9. Do you have current certification as Nevada Community Health Worker?
 - Yes
 - No

- * 10. Are you fluently bilingual in Spanish and English?
 - Yes
 - No

- * 11. Why are you interested in this position?

- * Required Question