# EMPLOYMENT OPPORTUNITY

**Health & Human Services Aide**

**Temporary Non-Benefited Limited Term Position**

## SALARY AND BENEFITS

$12.05 per hour

**FILING DEADLINE**

Continuous

**DUTIES AND RESPONSIBILITIES**

*The Health and Human Services Aide performs a wide variety of errands such as minor food preparation, babysitting, and driving. The major duties of the job may include:*

* Assist in transporting clients to appointments.
* Help with cleaning chores, such as kitchen and living areas, and cleaning vehicles.
* May perform clerical duties, such as copying, filing, maintaining calendars.
* Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

***Education:*** Equivalent to completion of the twelfth grade.

***Experience:*** One year of experience is desirable.

***License:*** Valid driver’s license.

**SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

# How to Apply

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Lassen County applications are available at our website in Personnel at: <http://lassencounty.org>, or obtain the Lassen County application in our application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  (530) 251 -8320 

221 South Roop Street

 Susanville, California 96130 Opened June 29, 2017

** General Information **

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.