

## Case Management Internship

College to County Intern 2022 - Department of County Human Services

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**Pay Rate:** \$20 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2022

**Hours:** 30 - 40 hours a week

**Physical Location:** Hybrid/Telework. Five Oak. 209 SW 4th Ave, Portland, OR 97204

**Supervisor:** Silvia Caballero-Ray

**Does This Position Require Driving a County Vehicle?** Yes

### Program Summary:

This position exists to support case management services for children and young adults (birth through 21) with developmental disabilities. The State Office of Seniors and People with Disabilities contracts with Multnomah County to provide case management services. The purpose of case management is to access, coordinate and assure the delivery of services and supports required by individuals with developmental disabilities. Case Management will assist eligible individuals under their individualized plan in gaining access to needed medical, social, educational, and other services.

### Specific Duties or Major Tasks:

- Assisting with research of appropriate ancillary services at the request of the case manager. (Ancillary consists of adaptive medical and other items ie Assistive devices and other supplies to be purchased for an individual.)
- Minimal contact with clients by phone, email or home visits
- Documentation of Informational client progress notes
- Delivery of some light packages of purchases from DDS office to family home
- Use of Microsoft software ; Excel, Word
- Use of Velma - IDD Client database
- Use of Fax and Copier / Scanning
- Assisting IDDS families by explaining and completing paperwork as needed .
- Assisting with follow up calls to Personal Support Workers

### Qualifications (knowledge, skills abilities needed for the job):



- Knowledge of technology and applications: Google Calendars, Microsoft Word and Excel.
- Ability to communicate well and work in a team environment.
- Strong organizational and communication skills and ability to multi-task and work in a
- fast paced, time sensitive environment
- Useful: Bilingual Spanish preferred

**Time/Schedule Requirements:** A weekly Monday – Friday schedule with some flexibility, if needed

### **Internship Outcomes:**

- Develop an in-depth knowledge and understanding of resources and services in Multnomah County
- Working in a professional setting and team environment

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

### **Veterans' Preference:**

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech



impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 3, 2022.