

Public Guardian and Conservator Internship

College to County Intern 2023 - Department of County Human Services

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: *hybrid*

Building Physical Location: *Five Oak Building, Floor 2*

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: *CMA may be required to drive multiple times each week. Can utilize a County vehicle or personal vehicle*

What does the MCPGC do?

The Multnomah County Public Guardian and Conservator Office obtains and implements court-appointed guardianship and/or conservatorship for adults who are:

- Profoundly mentally incapacitated,
- Unable to care for themselves, and
- Currently at high risk due to abuse, exploitation or extreme self-neglect.
- Provides information and consultation to service providers and the general community regarding guardianship and conservator issues
- Promotes autonomy, quality of life and well-being for program clients

Link to website: <https://www.multco.us/ads/public-guardian-program>

Internship Description:

This position provides case management support and performs delegated tasks for the case manager and deputy public guardians. The CMA provides both direct and indirect service to clients by handling specific tasks that support their basic needs, quality of life, and health and well-being.

Duties/Responsibilities:

- Interview clients to obtain information about their values, beliefs, goals
- Implement delegated case management tasks to support program clients
- Provide friendly visits to clients located primarily in care homes and nursing facilities
- Deliver supplies and/or personal property to clients
- Assist clients in community-related activities such as shopping, picking up prescriptions, transitional needs related to new living situation, and possible escorting clients to routine medical appointments.
- Support program staff through internet research, deploy and leverage contemporary online business applications, i.e. Google, Apple, Adobe products
- Database support including data entry, file management, records management
- Other special projects as needed

Learning Outcomes:

- Opportunity to develop advocacy skills and progressive experience working with vulnerable individuals within the county Public Guardian's office.
- Develop an in-depth knowledge and understanding of resources and services in Multnomah County
- Work in a professional setting and team environment

Education, Knowledge, Skills and Abilities:

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness and appreciation of diverse perspectives, backgrounds, and values
<https://www.multco.us/diversity-equity/equity-and-empowerment-lens>
- Ability to use personal computer (MS Word, Excel, Database), working knowledge of email
- Familiarity with MS Windows, PC environment, MS Word, Excel, Google Products
- Ability to self-manage and perform directed tasks with independence
- Dependable and reliable
- Ability to effect data entry and management
- Effective writing and communication skills
- Strong organizational and communication skills and ability to work in a fast paced, time sensitive environment
- Driver's license and ability to drive

Training and Support Provided:

Program Manager/Supervisor will provide orientation to program and services;
Case Manager will provide progressive training, oversight and delegation of

task-to-task duties, Deputy Public Guardians will provide guidance for individual clients, Support Staff will provide training for any related in-office tasks

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

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 2, 2023.