



Credential Internship

College to County Intern 2022 - Health Department

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023

Hours: 30 - 40 hours a week

Telework: In Person

Physical Location: 619 NW 6th Avenue, Portland, OR.

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: NO. A Trimet pass can be provided if needed.

What Does the Integrated Clinical Services do at the Health Department?

Multnomah County Integrated Clinical Services (ICS), a division of the Health Department, operates the Multnomah County Community Health Center, which provides health services for people who experience barriers to accessing health care, including people who are experiencing poverty, uninsured, and/or homeless.

Internship Description:

This position will work alongside the credentialing specialist to develop, implement, monitor and provide ongoing evaluation of the Health Department's Credentialing, Privileging and Licensing Program. This role requires extensive coordination and collaboration between the program and community organizations, contractors, other County departments, and other public agencies at both the state and federal level. While working with the Credentialing Specialist you will maintain confidential credentialing files and provider database and will be responsible for communicating with clinical directors and the clinicians regarding credentialing, privileging, and licensing.

Responsibilities include:

- *Data entry and maintaining of appropriate credentialing software/database.*
- *Act as a representative of the program with service providers and funding sources.*
- *Tracks and notifies providers when updated information is needed, e.g. license.*



- *This position ensures that all appropriate documents, including practitioner licensure, are submitted to ensure coverage for these practitioners.*
- *Responsible for ensuring external credentialing process for insurers and Medicare/Medicaid enrollment/reassignment of benefits performed in accurate and timely manner.*

Education and Experience Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Demonstrated ability to work with diverse populations
- Strong oral and written communication skills, including public speaking skills
- Ability to work independently and be flexible
- Comfortable with the use of Adobe Pro, DocuSign, Excel, Google Sheets and technology in general.
- Interested in learning about Accreditation Standards & National Health Services Corp Administrator Health Resources and Services Administration (HRSA) - Rules for compliance with credentialing, licensing standards.

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.