

## Addictions Program Unit Internship

### College to County Intern 2023 – Health Department

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**Pay Rate:** \$24 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2023 - 12 weeks

**Hours:** 20 hours a week (Monday – Friday)

**Telework:** Remote or Hybrid opportunities available

**Building Physical Location:** 209 SW 4th AVE, Suite 520, Portland, OR 97204

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:** No

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#### **What Does Addictions Program Do?**

*The Multnomah County Health Department, Behavioral Health Division carries out the planning, allocation, and management needed to maintain an integrated continuum of effective, customer-focused behavioral health services. Addictions Program staff is responsible for the direct development of prevention and treatment services for alcohol, drug, and problem gambling. These services are delivered through a diverse network of providers in Multnomah County.*

#### **Internship Description & Responsibilities:**

*The Multnomah County Health Department, Behavioral Health Division – Addictions Program Unit is seeking qualified candidate for a temporary paid internship position. This internship will be conducted with Addictions Program staff, supporting the work of the Unit. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in substance use disorder, prevent substance abuse, project management and data analyses.*

*Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of on-going assignments to help develop their knowledge and skills. Some of the various projects and responsibilities may include:*

- *Creating procedure manuals for various workflows in the Unit.*
- *Performs data collection and analysis of SUD reports. Process data accurately and in a timely manner.*
- *Attend Addictions Program Unit meetings; assists with data entry and/or light administrative work to support them and their work.*
- *Attend meetings with the providers; assist with notetaking.*
- *Further development of your knowledge in substance abuse prevention and treatment, various government level policies and regulations, public administration and data analyses.*

### **Learning Outcomes:**

- *Intern will gain valuable practical experience through projects and special assignments that supports federal, state, and community-based programs, policies, and best practices in the prevention and treatment of substance abuse.*
- *Connecting you to key staff to deepen your understanding of public service and make connections in behavioral health professional field.*
- *Receive valuable feedback on strengths and areas for improvement.*

### **Education and Minimum Qualifications:**

- *Candidates should have completed or enrolled in a college/university academic institution (e.g. public health, social work, etc.)*
- *Ability to work independently and as a member of a diverse team.*
- *Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).*
- *Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#)).*

**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.