

Office of Diversity and Equity

College to County Mentorship Program

Job Description

Department Department County of Human Resources	
Division Aging and Disability Services	
Location Multnomah County Lincoln Building 421 SW Oak	
Classification Intern/Mentee Monitor	Salary \$14.25 per hour
Supervisor Kim Welsh	Duration 3-Months

<p>Position Description</p> <p>The Adult Care Home Program (ACHP) licenses, monitors, and regulates Adult Care Homes in Multnomah County. There are 620 homes that provide 24-hour care for persons with physical, mental, and developmental disabilities and seniors not able to perform activities of daily living. Adult Care Homes offer affordable quality care in homelike, culturally appropriate settings and serve approximately 2,750 disabled and elderly individuals. Our mission is to ensure the health, welfare, and safety of the residents of the Adult Care Home and to promote the highest level of independence possible for each resident residing in the Adult Care Home.</p>
<p>Job Functions /Duties</p> <p>This position is responsible for monitoring the activities and services delivered in Adult Care Homes. The monitor also assists the licenser in determining if licensing requirements are being met by Adult Care Home operators. Monitors conduct home visits, interviewing residents in Adult Care Homes to determine if their health, welfare, and safety are adequately protected. Monitors also coach and teach operators and caregivers through one-on-one technical assistance to support providers in providing excellent care and to ensure their compliance with the Multnomah County Administrative Rules.</p>
<p>Special Requirements</p> <ul style="list-style-type: none"> • Data entry and retrieval • Use of Google and Microsoft • Ability to closely review data and follow written procedures • Professional judgment – evaluate information and ask questions based on observations • Effective oral and written communication • Effective time management • Strong organizational skills • Possession of valid driver's license. • Use of personal vehicle may be required. If a personal vehicle is required, employee will need to carry the minimum auto liability insurance required by the State. Personal vehicle usage will be reimbursed at the IRS rate of \$0.56 per mile.

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 in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form also located at this website: <https://multco.us/diversity-equity/college-county-mentorship-program>
The deadline for submitting online application is March 20, 2015.