

Office of Diversity and Equity

College to County Mentorship Program

Job Description

Department Department County of Human Resources	
Division Aging, Disability and Veterans Services	
Location Multnomah County East. 600 NE 8th St Gresham, OR 97030	
Classification Intern/Mentee Case Management Assistant	Salary \$17.00 per hour
Supervisor Irma Jimenez, Program Supervisor	Duration 3-Months

Position Description

Most jobs generally consist of four to six major functions that relate directly to the purpose of the position. List these major functions, along with key tasks performed. Functions are sets of tasks that generally take 10% or more time/attention of a job. Please list the major functions with the corresponding percentage of time, in **descending** order of importance.

Job Functions /Duties	
65%	<p>FUNCTION 1: Intake Screening Support, Intake Case Manager Support</p> <p>Support intake case manager's by completing standardized list of tasks, including but not limited to: monitoring intake log assignments, create ACCESS case as needed, create client case file, combine intake case file with existing case file as needed, check state screens and narrate findings in OACCESS using standardized template, request TPQY results, print application for mailing or for use by case manager, prepare case file for transfer, accompany CM 3 on make home visit, or drop off forms, documentation. submit referral for CRN, STEPS, Lifeline, Special need services, or other services as requested by case manager, pull HCW lists using state registry, request interpreters as necessary, assist with arranging non-medical transportation. Support Intake screeners by pulling messages off of screening line, prioritizing messages, act as limited WOD as needed. Maintain case information and narrate in accordance with ADVSD and SPD standards. Enter information into appropriate computer applications, including client intake assignment and client outcome information into the LTC log as necessary.</p> <p>Assist clients in completion of necessary forms, arrange for, or accompany client to medical appointments or to view CBC placement options. Assist clients with obtaining needed household items through community resources. In response to direction from case manager, assist in referrals for information and services from ADVSD Helpline and community resources, such as home delivered meals, district centers, personal emergency response system (e.g. Lifeline) and county emergency services.</p>
20%	<p>FUNCTION 2: Administrative Duties</p> <p>Assist Case Managers (CMs) with file maintenance, including filing, purging, and checking for and obtaining required documents. Create new files, request files from other offices, request on-line case transfers. Request medical records, administrative examinations. Create, mail application, request documentation. Photocopy, fax, mail documents. Pull various reports, process and/or distribute to case managers as needed. Schedule interpreters. Create/maintain documents, spreadsheets and/or databases. Back up business services functions and support CMA's assigned to CM 1, CM 2 case managers.</p>
5%	<p>FUNCTION 3: Workload and Self Management</p>

	Makes the best use of available time and resources to effectively manage tasks and meet productivity expectations. Perform job duties independently and participate in teams. Practice effective self management of workload and stress.
5%	FUNCTION 4: Skill Development and Professionalism Provide consultation to co-workers of any classification and to staff of partner programs/agencies. Keep current on all policies and procedures for the programs administered. Continually improve professional skills, knowledge, and ability in order to achieve expert status. Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values. Be responsible for ethical practices at all times. Observe client confidentiality per program, agency and HIPAA rules. Act as Google representative for the office.
5%	FUNCTION 5: Other Duties As Assigned included but are not limited to working in collaboration with various teams, units and committees. Participate in trainings, meetings, and special projects.
%	FUNCTION 6: Other duties as assigned:
	MAINTAIN A SAFE AND HEALTHFUL WORKPLACE All employees will receive safety and health training so that they can safely and properly do their work. All employees will follow all policies/procedures in place to promote a safe and healthful work place. All employees will incorporate safe work practices with each task performed and actively participate in initiatives designed to promote a safe work environment.

Special Requirements

Comments:

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, 2016.