



College to County Mentorship Program

Intern Job Title: Office Assistant 2/CMA Support

Department/Division: DCHS, ADVSD LTSS

Site: SE Office, 4610 SE Belmont St, Ste 200 Portland OR 97215

Salary: \$17.76/hour, 40 hours/week

Will Volunteer/Intern drive? No

Summary of Program: Aging, Disability & Veterans Services helps determine eligibility for basic Medicaid, Supplemental Nutrition Assistance Program (food stamps), State Plan Personal Care and Medicaid Long Term Services and Supports. Transition and Diversion provides specialized care planning services for those interested in exploring alternatives to nursing homes to meet care needs.

Specific duties or major tasks:

- Scanning and uploading of documents into electronic database
- Data entry
- Reception and multi-line phone duties
- **Case Management Support:** Examples include assessing client needs, monitoring services, and providing general support to case managers
- **Customer Service:** Follow federal, state and local rules, policies and guidelines in providing support to both internal and external customers. Greet customers and gather information to direct callers/visitors to appropriate staff. Independently handle general customer, client and provider inquiries.
- Accompany staff with home visits as needed

Qualifications:

- Good communication
- Typing skills
- Knowledge of computer programs and applications
- Ability to learn new computer skills

Conditions of the Job:

General office environment, on the job training will be provided, part time is ok if work days are scheduled in advance. Balancing, bending, climbing stairs, eye/hand coordination, lifting 10-30 pounds, hearing & listening, pulling and pushing, reaching overhead, sitting, communication, talking, standing, stooping, vision,

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 31, 2019.