



College to County Mentorship Program

Intern Job Title: Outreach Support - OA2

Department/Division: DCHS, ADVSD Community Services

Site: Downtown: 209 SW 4th Ave Ste 510 Portland, OR 97204

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

Will Intern drive? No

Summary of program: The ADRC Helpline assists seniors (older people), people with disabilities, veterans, and their caregivers. We help assess your needs, identify the most appropriate services that meet those needs, and connect you with appropriate service providers. We simplify access to social service programs and provide important follow-up and advocacy to ensure services are met.

The ADRC Helpline connects to many different services within the Community Services Department. Working with many different teams within Community Services to provide many services.

Specific duties or major tasks:

This position will be assisting with administrative duties such as data entry, postal mailings, contacting clients working with financial team to help with billing and documenting expenditures organizing community outreach materials with outreach team working outreach events - some may include weekend and late evening shifts Pride Festival, Slavic Festival, Jade Night Market...etc.

Qualifications:

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

Conditions of the job:

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.