



College to County Mentorship Program

Intern Job Title: Office Assistant 2

Department/Division: DCHS/LTSS Transition and Diversion Branch

Site: Cherry Blossom: 10615 SE Cherry Blossom Drive

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

Will Intern drive? Possible

Summary of program:

The Transition and Diversion program is unique in that we serve all of the consumers residing in Nursing Facilities within Mult. Co. We work with each consumer to identify their future goals and where they would like to receive care long term. We then look to identify appropriate care in the community and assist them with this move. We also provide initial Medicaid Intake as well as ongoing case management.

The intern will learn all of the different job functions in the unique T&D branch and program.

Specific duties or major tasks:

Help with Admin duty tasks, EDMS, fax distribution, mail, Wod coverage

Help with shopping for clients, making packets for intake workers. Learn our internal database systems.

Shadow case managers as well as Transition Coordinators and Medicaid Intake workers. May help workers obtain documents needed for their eligibility, assist with consumer moves, attend meetings and/or informational trainings to better advance their knowledge of county positions as it relates to their future goals.

Qualifications: (list knowledge, skills, abilities needed for the job).

Able to operate computer technology with ease. Ability to work independently and provide good customer service. Able to problem solve and triage competing priorities. Understands confidentially and sensitive information. Able to work with clients that are in stressful situations.

Conditions of the job:

T&D office, Mon-Friday 8-5, OA Senior will also oversee tasks assigned to the intern.

Program Manager will oversee schedule and assist in tailoring the internship to the candidates interest and goals.

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.