

Office of Diversity and Equity

College to County Mentorship Program

Job Description

Department Department County of Human Resources	
Division Mental Health and Addiction Services Office	
Location Multnomah County Lincoln Building 421 SW Oak	
Classification Intern/Mentee School Prevention Liaison	Salary \$15.00 per hour
Supervisor Ebony Clarke	Duration 32-40 hours a week for 3-Months

<p>Position Description</p> <p>The mission of Multnomah County Mental Health and Addiction Services Division (MHASD) is to build and maintain high quality, accessible and culturally competent systems of care for adults and children with a mental illness, emotional or addictive disorder.</p> <p>This internship position exists within the Addictions unit in MHASD. Addiction Services deliver treatment and aftercare that address substance abuse and problem gambling, as well as a wide range of addiction prevention activities. Addiction prevention activities include those geared to specific communities and age groups, such as college-aged youth.</p>
<p>Job Functions /Duties</p> <ul style="list-style-type: none"> • Lead the planning, coordinating and evaluation for SNAP’s Innovative Prevention Project grant; assist in developing program budget, goals, objectives and activities • Serve as a liaison between the County, Schools, SNAP coalition and community partners, including providing expertise on substance abuse prevention, training volunteers, and making presentations to the community • Conduct youth, parent and faculty interviews and listening sessions • Prepare documents, reports, and public information materials on progress. Extract data and analyze project tracking systems for studies, projects and programs. • Work with the coalition to develop a strategic plan for school-based prevention strategies, including assisting in the development of program evaluation criteria, evaluating the needs of internal and external clients and assessing access to prevention resources and activities for the communities being served. • Support youth-lead prevention activities • Attending SNAP planning meetings and serve as the primary liaison between the school communities, the SNAP Coalition and the County.

Special Requirements

- Must pass background check
- Basic knowledge and interest in adult and youth mental health, and special interest in mental health crisis work
- College-level verbal and written communication skills
- College-level computer application skills
- Good research and reporting skills
- Good organization skills
- Good self-management skills
- Basic knowledge of school cultures
- Basic knowledge of substance abuse prevention and creating safe environments
- Basic knowledge of risk and protective factors and environmental prevention strategies
- Ability to effectively establish and maintain cooperative working relationship with a variety of stakeholders including: youth, parents, faculty, administrators and school partners

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.