

Office of Diversity and Equity  
College to County Mentorship Program  
MHASD School Prevention Liaison Position Description

**Classification:** College Intern

**Salary:** \$15.00/hr

**Division:**

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.

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.

The School Prevention Liaison will work with Safe Neighborhoods Advocacy Partnership (SNAP), a coalition of diverse stakeholders working together to plan, administer and participate in a program to reduce underage drinking and youth substance abuse. The School Prevention Liaison will assess youth substance abuse problems; build youth, parent, and faculty partnerships; and to develop and implement site-specific strategies to reduce youth substance abuse. Major functions include building capacity for prevention work within selected Portland high schools and serving as a liaison between SNAP members and school communities.

**Project Duration:**

32-40 hrs/wk for 3 months

**Project Description:**

- 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.

Office of Diversity and Equity  
College to County Mentorship Program  
MHASD School Prevention Liaison Position Description

**Knowledge Skills and Abilities required:**

- 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

**Special Requirements:**

- Must pass background check