



Health Department

College to County Mentorship Program MHASD Services Project Coordinator

SEASONAL TEMPORARY POSITION: June through September

SALARY: \$15.00 per hour (40 hrs per week for 3 months)

LOCATION: Five Oak Building, 209 SW 4th Ave, Portland, OR 97204

NUMBER OF POSITIONS: 2

Mental Health and Addiction Services Division:

The Mental Health and Addiction Services Division (MHASD) develops and manages systems of care for adults, adolescents and children experiencing mental disorders or addictions including alcohol, drugs and gambling. MHASD is responsible for monitoring and improving the availability, accessibility, and quality of its treatment services and prevention services for youth and families

Position Description:

This position, which reports to the Interim Strategic Operations/Systems Facilitator, provides administrative and technical support to senior management staff within the division. An individual in this position will learn about the various programs throughout the Division, support internal operations and communications, and work with Division leadership on special projects to improve efficiencies and outcomes for consumers. Project management and administrative assistance will be requested and assigned based on business need and intern interest.

Internship duties will include:

- Participation team meetings
- Training in the areas of wraparound, mental health, treatment planning, crisis services, early childhood prevention, team building
- Program planning, development & monitoring
- Meeting & workgroup participation
- Research



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Knowledge/Skills/Abilities Required:

- Basic knowledge of mental health
- Ability to keep information confidential
- Ability to communicate complex concepts in a simple manner
- Ability to communicate effectively in writing based on audience needs
- Proficiency in Google Drive and Microsoft Office products, especially MS Word
- Ability to interview people to gather information
- Manage one's own time to accomplish tasks to meet expectations
- College level communications, computer applications (Excel, Word, Access)
- Experience in research, data entry, and reporting
- Data entry, office duties

Special Requirements:

- Must pass background check

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 link provided by your program coordinator. The deadline for submitting online application is April 7, 2019 at 12:00 AM.