

Office of Diversity and Equity
College to County Mentorship Program
MHASD Services Project Coordinator Position Description

Classification: College Intern

Salary: \$15.00/hr

Division:

The Division of Mental Health and Addiction Services (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

This position, which reports to the Division Assistant Director, provides administrative and technical support to senior management staff within the division. The position will create internal and external communications, create complex and professional presentations to internal and external audiences, and provide project management and administrative assistance in support of the Division management team.

Project Duration: 40hrs/wk for 3 months

Project Description:

- Participation team meetings
- Participation in the Children's and Adult Mental Health Advisory Council
- Training in the areas of wraparound, mental health, treatment planning, crisis services, early childhood prevention, team building
- Program planning, development & monitoring (will develop a 10 wk mental health high school group)
- Meeting & workgroup participation
- Research
- Other duties as assigned

Knowledge Skills and Abilities required:

- Basic knowledge of mental health
- Ability to communicate complex concepts in a simple manner
- Communicating effectively in writing as appropriate for the needs of the audience
- Proficient in 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)
- Research, database, 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.
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- 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.