

DCHS Student Exploration Program Job Description

Intern Job Title: DCCHS Quality Improvement Center (QIC) Internship

Supervisor: Corynn Buckholdt, QIC Coach Phone: 988-2666 Pay rate:\$20 (*pending DCCHS MGmt approval*)

Summary of program

The DCCHS Quality Improvement Center (the "QIC")

- Coaches staff in using the scientific model for improvement to simplify work processes, innovate, and deliver quantifiable results
- Partners with staff to ensure equity in service access and delivery, and to meet or exceed program performance objectives
- Provides support, training and policy direction for privacy efforts department-wide
- Provides training in:
 - Planning and facilitating effective meetings (results based facilitation)
 - Leading teams in quality improvement and using quality improvement tools
- Maintains a resource library on the DCCHS internet site with quality improvement tools, templates, and best practices
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Specific duties or major tasks:

- Support QIC Coaches in providing project team training and facilitation
- Support updating content on the QIC intranet site

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

- Interest in supporting the County in providing high quality services
- Familiarity with basic business processes and practices
- Familiarity with Google Docs and email
- Classes in communications, psychology, social work, or business a plus
- Ability to understand and value a diversity of perspectives and life experience

Conditions of the job: (location, specific time commitment degree of supervision, and other pertinent information).

- Lincoln Building, downtown Portland
- Dates and hours flexible, anticipated timeframe is 10-20 hours per week, June 19 - August 17, Monday thru Thursday.
- Supervision provided, but intern must be conscientious and able to work independently

Benefits of Internship:

Learning about quality improvement (QI) is a career investment and sought-after skill set in today's workplace. QI is for aspiring professionals who want to improve performance; to develop their careers; and to learn from and teach others. It applies to solving problems and attaining goals in all parts of life. The additional benefit is that we're a welcoming and supportive team!

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 3, 2018 at 12:00 AM.