

Risk Management Internship

College to County Intern 2022 - Dept of County Management

Pay Rate: \$22 per hour

Job Type: Temporary College Intern

Duration: Summer 2022

Hours: 30 - 40 hours a week

Telework: *Hybrid (Remote and In person)*

Physical Location: *Multnomah Building, 501 SE Hawthorne Blvd, Portland, OR, 97214*

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Yes, positions may travel to site visits as needed.

What Does DCM / Risk Management Section Do?

The Department of County Management's Risk Management Section works to protect the assets and employees of the County and provide full-service performance consulting in safety, health, insurance, and work-related injuries to departments, elected officials, employees, taxpayers, and the public of Multnomah County. Learn more about Risk Management on the [Finance & Risk Management Public Site](#) and/or [online](#).

Internship Description:

Risk Management shares College to County Mentorship Programs' purpose to provide college students of color and underrepresented communities with internships at Multnomah County. Risk Management aims to engage a prospective intern in meaningful County work in the areas of occupational health, safety services and in the insurance programs. Risk Management's objective is to provide professional experience and exposure to the Risk Management field as it relates to the local government sector. This objective will be met through job shadowing, assigned work tasks, and independent study. The Risk Management Intern will work in a hybrid work environment.. Proactive interns who exhibit integrity, accountability and confidentiality are encouraged to apply.

Responsibilities include:

- *Coordinate and conduct informational interviews with Risk Management team members.*
- *Job shadow Risk Management team members:*
 - *Assist staff with duties related to OR-OSHA programmatic loss prevention requirements.*
 - *Attend safety committee meetings as directed.*
 - *Attend insurance meetings as directed.*
 - *Attend other meetings/events as available.*
- *Become familiar with ergonomic software.*
- *Become familiar with insurance risk management software.*
- *Update Risk Management databases.*
- *Develop professional reports and presentations.*

Education and Experience Qualifications:

Required:

- *Has completed college level writing courses. Technical writing skills are preferred.*
- *Experience with presentation making applications/ software.*
- *Experience with Microsoft Office applications (Word, PowerPoint, Excel) or Google office applications (Docs, Slides, Sheets).*
- *Experience with online meeting platforms (Google Meet, Webex, Zoom, etc.)*

Preferred:

- *Has completed college level courses related to risk management; workplace safety; safety management; and/or environmental health & safety.*
- *Has completed college level courses related to business finance; human resources; and/or business administration.*
- *Familiar with Adobe Acrobat software.*
- *Experience with basic computer science and web design elements (Content Management Systems).*
- *Ability to take direction; communicate challenges; work collaboratively and work independently.*

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

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.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the

recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 3, 2022.