

Adult Protective Services & Public Guardian and Conservator Internship

College to County Intern 2022

Department of County Human Services

Pay Rate: \$22 per hour

Job Type: Temporary College Intern/Case Management Assistant (CMA)

Duration: Summer 2022

Hours: 20 hours a week (position to be combined with Public Guardian 20 hours/week CMA position. 40 hours/week total)

Telework: Hybrid

Physical Location: **APS:** 4610 SE Belmont Street, Portland, OR 97215 - **Public Guardian:** 421 SW Oak St., Ste. 510, Portland, OR 97204

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: CMA may be required to drive multiple times each week. Can utilize a County vehicle or personal vehicle.

What Does Adult Protective Services Do?

Adult Protective Services (APS) is responsible for protecting seniors, people with disabilities and veterans from abuse, financial exploitation and neglect. Clients are stabilized by an array of services. Protective Service Investigators link adults who are extremely vulnerable to vital health and human services to prevent further harm. This program also educates the community about abuse prevention.

What does the Public Guardian and Conservator Do?

The Public Guardian/Conservator's Program obtains and implements court-appointed guardianship and/or conservatorship for people who are:

- Profoundly mentally incapacitated
- Unable to care for themselves
- Currently at high risk due to abuse, exploitation or extreme self-neglect.

[Link to website](#)

Internship Description:

This position provides case management support and performs delegated tasks for APS investigators. The CMA provides direct service to clients and assistance to APS investigators by

handling specific duties that are vital to the client's well-being and important to a successful care plan and intervention.

APS Responsibilities include:

- Assists clients with APS related financial care coordination tasks, including, completion of benefit applications (housing, energy assistance, Social Security, SNAP) and applying for a payee to protect finances
- Assists clients in obtaining groceries, food boxes, prescriptions and identification (ID)
- Accompanies APS clients to medical appointments
- Completes RO paperwork with client by detailing abuse and need for protection as well as submitting RO document to the court
- Assist APS Investigators and Multidisciplinary Team (MDT) as needed.
- Back up reception and assist with Office Assistant duties as needed
- Assist APS teams with file maintenance, including filing, archiving, checking for/obtaining required documents

Public Guardian Responsibilities:

1. Support Public Guardian case manager activities by interviewing clients for values history, carrying out delegated tasks to support program clients
2. Provide friendly visits to clients and deliver supplies and/or personal property
3. Assisting clients in light, community-related activities such as shopping, transitioning to new living environments
4. Support program staff through internet research, deploy and leverage contemporary online business applications, i.e. Google, Apple, Adobe products
5. Database support including data entry, file management, records management
6. Other special projects as needed

Education and Experience Qualifications:

- High School Diploma or equivalent
- Ability to use personal computer (MS Word, Excel, Database), working knowledge of email
- Strong organizational and communication skills and ability to multitask and work in a fast paced, time sensitive environment
- Driver's license and ability to drive
- Dependable and reliable
- Ability to communicate sensitive and/or confidential information.
- Provide effective customer service in person and over the phone to internal/external partners.
- May encounter contact with people in stressful/emotional situations.

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 3rd, 2022.