

Office of Diversity and Equity

College to County Mentorship Program

Job Description

Department Department County of Human Resources	
Division Mental Health and Addiction Services Office	
Location Multnomah County Lincoln Building 421 SW Oak	
Classification Intern/Mentee Office Assistant 2	Salary \$16.75 per hour
Supervisor Ebony Clarke	Duration 3-Months 40hrs/wk

<p>Position Description</p> <p>The mission of Multnomah County Mental Health and Addiction Services Division (MHASD) is to build and maintain high quality, accessible and culturally competent systems of care for children, youth and adults with a mental illness, emotional or addictive disorder.</p> <p>This position exists within the Direct Clinical Services Child and Family System of Care in MHASD. Direct Clinical Services provides a continuum of comprehensive mental health services to children age 0-25 that make up the System of Care. The service area is comprised of four workgroups: Early Childhood Mental Health, CARES NW, School Based Mental Health Services, the Early Assessment and Support Alliance (EASA) Program, and Multnomah Wraparound.</p>
<p>Job Functions /Duties</p> <ul style="list-style-type: none"> • Participation in Wraparound and Early Childhood team meetings • Participation in the Children's Mental Health Advisory Council • Training in the areas of wraparound, mental health, treatment planning, 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
<p>Special Requirements</p> <ul style="list-style-type: none"> • Must pass background check • Basic knowledge of children's 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

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 form also located at this website: <https://multco.us/diversity-equity/college-county-mentorship-program>

The deadline for submitting online application is March 20, 2015.