



Public Guardian and Conservator Internship

College to County Intern 2021

POSITION: College Intern

SALARY: \$20.00 (hourly)

DURATION: Summer 2021 - 40 hours/week

LOCATION: Hybrid (Office/Telework) Multnomah County Lincoln Building (421 SW Oak St., Ste. 510, Portland, OR 97204)

Department of County Human Services (DCHS) Vision:

The DCHS North Star: In Multnomah County, every person – at every stage in life – has equitable opportunities to thrive. Human services provide support for well-being throughout life. We all benefit when everyone can reach their potential and can fully contribute to Multnomah County. [Link to website](#)

Program Area: Public Guardian and Conservator

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](#)

Supervisor: Mark Sanford, Manager, Public Guardian Office

Knowledge and Skills/Abilities:

Required

- Familiarity with MS Windows, PC environment
- Familiarity with MS Word, Excel, PowerPoint
- Familiarity with Google Products
- Ability to effect data entry and management
- Effective writing and communication skills
- Time management and independent work
- Ability to work with a multi-disciplined team

Public Guardian and Conservator Internship

College to County Intern 2021

- Respect for and ability to work with diverse individuals
- Ability to self-manage and perform directed tasks with independence

Useful

- Familiarity with Adobe Products
- Familiarity with professional office environment
- Interest in a career in health care or social work
- Ability to work with individuals who have diminished mental and functional capacity

Duties/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. Escorting and 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, Google, Apple, Adobe products
5. Database support including data entry, file management, records management
6. Other special projects as needed

Time/Schedule Requirements: a regular weekly schedule, as allowed by

Qualifications:

1. High School Diploma or equivalent
2. Ability to use personal computer (MS Word, Excel, Database), working knowledge of email
3. Strong organizational and communication skills and ability to multitask and work in a fast paced, time sensitive environment
4. Driver's license and ability to drive
5. Dependable and reliable

Public Guardian and Conservator Internship

College to County Intern 2021

Training and Support Provided: Program Manager will provide orientation to program and services; Case Manager will provide progressive training for task to task duties, Deputy Public Guardians will provide guidance for individual clients, Support Staff will provide training for any related in-office tasks

Benefits:

- Opportunity to develop advocacy skills and experience working with vulnerable individuals within the county Public Guardian's office.
- Develop an in-depth knowledge and understanding of resources and services in Multnomah County
- Working in a professional setting and team environment

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 on the [website](#). The deadline for submitting an online application is April 4th, 2021.