

DCHS - Adult Care Home Program - Google Site Development Internship

Job Requisition	R-19269 DCHS - Adult Care Home Program - Google Site Development Internship (Evergreen) (Open)
Job Family	Interns
Start Date	04/03/2026
End Date	04/10/2026
Primary Posting	No
Description	

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:

\$16.30 - \$30.00 Hourly

Department:

Department of County Human Services (DCHS)

Job Type:

Intern

Exemption Status:

United States of America (Non-Exempt)

Closing Date (Open Until Filled if No Date Specified):

April 09, 2026

The Opportunity:

Adult Care Home Program - Google Site Development Internship
College to County Internship 2026 - Department of County Human Services

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2026 - Starting in June - 12 weeks

Hours: 40 hours a week

Telework: <Fully remote, (may need to attend infrequent in-person meetings)>

Building Physical Location: 600 NE 8th St. Suite 100, Gresham, OR 97030

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

TriMet Passes are available if transportation to County facilities is required.

Eligibility requirements and more details found on our College to County [website](#).

What Does The Adult Care Home Program (ACHP) Do?

The Adult Care Home Program (ACHP) under the Aging Disability and Veterans Services Division of the Department of County Human Services, licenses and regulates over 400 adult care homes throughout Multnomah County serving the aging population and people with disabilities or mental health support needs. These homes serve up to 5 individuals in home-like settings where the providers of the homes live in the home with their family. The ACHP ensures compliance with the regulations are maintained and monitors for safety and issues licenses to operate the homes.

Internship Description & Responsibilities:

- Create a Google Site intranet for ease of access and efficient organization for the team's

- benefit. Create a user guide for updating and maintaining the site in the future.
- Create a new internal organizational system for documents and forms, building a library of documents that is easy and intuitive to navigate.
- Learn about change management. Meet with members of the team, conduct surveys to identify what would be most beneficial for operational flow.
- Meet with communications coordinator to discuss branding, accessibility, readability and formatting considerations.
- Work may include opportunities for work on .pdf form editing and creation, and further digital communications work as time permits.

Learning Outcomes:

- Coordinating a project with you that will be mutually beneficial for you and Multnomah County.
- Connecting you to key staff who can help deepen your understanding of public service.
- Gain valuable applied experience and make connections in professional fields you are considering for career paths.
- Receive valuable feedback on strengths and areas for improvement.

Minimum Qualifications and Education:

Requires strong communication skills, autonomous work as well as collaboration. Will have access to sensitive information and requires privacy and integrity. Familiarity with the google environment, or web content development is preferred but not required.

- Candidates should have completed within one year or enrolled in a college/university academic institution..
- College to County Program [Eligibility Website](#)
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))

In accordance with [Oregon Law](#), Multnomah County is not collecting school attendance dates in the initial application process; please do not include these dates in your resume, cover letter and other application materials.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO Know Your Rights poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply.

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.

Questions?

Recruiter:
Yulee Kim-Whetstone

Email:
yulee.kimwhetstone@multco.us

Phone:
+1 (971) 3490804

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Job Profile:
8007 - College Intern

Worker Sub-Type	Intern
Location	Multnomah Building
Time Type	Full time
Locations	
Supervisory Organization	Adult Care Home Program (ACHP) (Steven Esser)