

Executive Specialist Internship

College to County Internship 2025 - Department of County Human Services, Case Management Internship

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 30-40 hours per week (360 hours total)

Telework: Mostly in an office /Hybrid Telework setting.

Building Physical Location: 209 SW 4th Portland, Or 97204

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Yes

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

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

Program Summary:

This position exists to support case management services for children and young adults (birth through 21) with developmental disabilities. The State Office of Seniors and People with Disabilities contracts with Multnomah County to provide case management services. The purpose of case management is to access, coordinate and assure the delivery of services and supports required by individuals with developmental disabilities. Case Management will assist eligible individuals under their individualized plan in gaining access to needed medical, social, educational, and other services.

Responsibilities:

- This position will work closely with the IDD Housing Program team to provide assistance to families of eligible IDD children to apply for housing funds as available. Employee in this position will be responsible for maintaining documentation of assistance and outcome of assistance.
- Provide case management tasks that support families to access, coordinate and assure the delivery of services and supports required by individuals with intellectual and/or developmental disabilities.
- Case Manager may also assist individuals with related housing resources and

referrals in the community.

- - Minimal contact with clients by phone, email or home visits
- - Documentation of Informational client progress notes
- - Use of Microsoft software ; Excel, Word
- - Use of Velma - IDD Client database
- - Use of Fax and Copier / Scanning
- - Assisting IDDS families by explaining and completing paperwork as needed .
- - Assisting with follow up calls to families, landlords etc

Qualifications:

- Knowledge of technology and applications: Google Calendars, Microsoft Word and Excel. Ability to communicate well and work in a team environment.
- Ability to use personal computer (MS Word, Excel, Database), working knowledge of email
- Strong organizational and communication skills and ability to multi-task and work in a fast paced, time sensitive environment
- Dependable and reliable
- Must pass a criminal background check (This step happens after an offer is made)
- **Useful: Bilingual Spanish preferred**

Internship Benefits:

- Develop an in-depth knowledge and understanding of housing and other resources and services in Multnomah County
- Working with a diverse IDD, bicultural and Bicap communities
- Working in a professional setting and team environment

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

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 located on this [website](#). The deadline for submitting an online application is April 1st, 9:00 am PST, 2025.