

Workplace Wellness Internship

Department of County Human Services - Director's Office

Intern Job Title: Trauma Informed Care Wellness Intern

Job Type: Temporary College Intern

Department/Division: DCHS/ADVSD

Pay and Duration: \$24 hour/30-40 hours a week -12 weeks, option and preference for the candidate to start in May (360 hours total)

Site: Virtual and in person at 8 buildings throughout Multnomah County

Will the Intern drive? Optional

TriMet Passes are available for transportation to County facilities if needed.

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

Program Summary:

The Department of County Human Services (DCHS) designs programs, services and funding to provide stability for Multnomah County residents across the lifespan. When we build well-being, we make sure that everyone can reach their potential and fully contribute to our communities. DCHS strives to not only uplift our community members in times of need – but to invest in innovative, future-oriented approaches to human services that prevent crises, build assets and nurture self-determination within our communities by addressing and redressing the root causes of racism and all other forms of inequity.

The department is made up of four divisions: Aging, Disability and Veterans Services; Intellectual and Developmental Disabilities; Youth and Family Services; and Preschool and Early Learning. [Link to website](#).

Internship Description:

This internship provides an excellent opportunity for an individual interested in putting their studies in applied health and fitness and program design into practice by leading workplace wellness activities with and for staff providing direct service to community members. A goal of the internship is to design body positive and equitably accessible programming to support increased resilience and healthy behavior in the workplace. Wellness encompasses

what we do in our daily lives to feel good, safe, and connected through our emotions, mind, and bodies. Sample activities include: gentle stretching, neighborhood walks, mindfulness sessions, burnout mitigation training, experiential and belonging practices.

Activities are to be inclusive of different ways of thinking, ability levels, and interests with an emphasis on [building safety, trust and belonging](#) in the department through embodied movement, somatics, and relationship building. Through mentorship and under general supervision, the successful candidate will promote workplace wellness for folks who have limited options for participating in workforce wellness activities by the nature of their positions.

Some of the various projects and responsibilities may include:

Program Design

- Lead wellness spaces for workers including: walking routes, gentle stretching, somatic movement, mindfulness activities, burnout mitigation training, experiential activities, and relationship building practice spaces
- Research wellness offerings from around the world to incorporate into offerings with cultural appreciation
- Develop, plan and facilitate activities inclusive of ability levels, background, and thinking styles

Meeting Facilitation

- Craft communications around wellness offerings targeting a diverse stakeholder group utilizing websites, email, video, and other media
- Host in person and virtual gatherings
- Build meeting container conducive to growth mindset

Trauma Informed Care Lens

- Learn about trauma informed care principles
- Incorporate trauma informed care principles in program design, implementation and interactions
- Work collaboratively with other interns and staff

Skills and Abilities

Required

- Strong interpersonal, person-centered and culturally responsive communication skills
- Ability to incorporate a racial equity lens into all internship functions and considerations
- Ability to facilitate spaces in person and virtually
- Comfort navigating established and new technology platforms
- Self-directed and organized with ability to set timelines and meet goals
- Respect for and ability to work with individuals with varying life experiences
- Commitment to maintaining confidentiality and professionalism

- Creative self-starter who enjoys a collaborative work environment

Useful

- Application of an equity lens in program and training design
- Ability to frame and draft cogent messages
- Ability to prepare written materials using various software tools
- Application of popular education principles in the development of trainings for adult learners
- Pursuing an undergraduate or graduate degree in health, wellness, physical fitness
- Working knowledge of Google applications (Docs, Meet, Drive, Forms, Slides, etc.), MS Windows, PC environment,

Working Conditions of the Job:

- This is a hybrid position with some days in office and its surrounds and other days teleworking
- Problem-solving: Problems are typically recurring and routine and are solved using established practices, policies, procedures and instructions
- Management of stressful situations: Contact with people in highly stressful or emotional situations.

Time/Schedule Requirements:

A weekly Monday – Thursday schedule with flexibility, if needed

Internship Outcomes:

- Opportunity to
 - Develop meeting facilitation and application of workplace wellness skills
 - Work with staff ranging from reception to executive leadership
 - Incorporate equity and inclusion lens into government settings

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 through the form also located at this [website](#). The deadline for submitting an online application is April 15th, 2025.