

Safety & Emergency Management Internship

College to County Intern 2024 -Department of Community Services (DCS)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - Starting in June - 12 weeks

Hours: 20 - 40 hours a week

Telework: Hybrid, in office on Tuesdays. Opportunities for in-person meetings, events, activities as announced.

Building Physical Location: Multnomah Building, 501 SE Hawthorne Blvd, Portland with the possibility of attending meetings, events, activities at Yeon Annex, 1600 SE 190th Ave, Portland.

Does This Position Require Driving a County Vehicle? 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 [Department of Community Services \(DCS\)](#) Do?

DCS delivers a number of essential services throughout Multnomah County. Our *Mission* is to preserve harmony between natural and built environments, keep people and pets safe, and ensure every voice is heard. DCS promotes the *Vision* of being a trusted partner helping to create thriving and inclusive communities and we *Value* transparency, integrity, responsibility, equity, and leadership.

DCS serves the community through four distinct divisions:

- [Animal Services](#)
- [Elections](#)
- [Land Use Planning](#)
- [Transportation](#)



The common thread through these four divisions centers on equity and safety, not only with an internal focus of service and value to our employees, but extending outward to DCS customers and the public.

Internship Description & Responsibilities:

The motivated and detail-oriented learner will fill the position of Safety and Emergency Management Intern gaining hands-on experience learning the roles and responsibilities of support functions that ensure the safety and security of our employees, our facilities, and our operations. This internship provides a valuable opportunity for an individual interested in enhancing their knowledge and experience in the areas of worker and workplace safety as well as learning the vital components of emergency response planning and continuity of operations.

Through mentorship and under general supervision, the successful candidate will be responsible to complete specific learning, coordination, and compliance projects, namely developing an internal resource library focused on health, safety, security, emergency management and continuity of operations. The project aims to centralize essential resources for DCS, enhancing our abilities to train employees and respond effectively to various situations and emergencies.

Project Responsibilities:

- Collaborate with team members to identify and collect relevant resources.
- Organize resources into a structured and user-friendly format suitable for access via Google Drive or an intranet site.
- Develop a comprehensive index or search functionality to facilitate easy navigation and retrieval of information from within the resource library.
- Ensure all resources are up-to-date, accurate and compliant with relevant regulations or best practices.
- Work closely with Safety Committees and other stakeholders to gather feedback and make necessary adjustments to improve the usability and effectiveness of the resource library.

Along with project development assignments, other responsibilities may include:

- Completing County or other training courses as they relate to Health, Safety, Security, Emergency Management and Continuity of Operations.
- Participating in monthly Safety Committee meetings, learning about job hazards and mitigation practices.
- Accompanying safety leads and learning how to structure and conduct inspections of facilities to identify potential safety hazards and ensuring compliance with safety regulations.
- Participating in emergency preparedness exercises and drills promoting personal safety, emergency preparedness, and resilience within the community.

Learning Outcomes:

The internship offers excellent learning opportunities and diverse experiences leading to learning outcomes in various aspects of workplace safety and emergency management by adding real value to DCS while working within a diverse portfolio of County operations.

The Intern will be provided opportunities to learn, practice, and improve the following knowledge, skills, and abilities:

- Exposure to various aspects of worker and workplace safety and emergency planning in a real-world setting.
 - Participate in a workforce committed to equity and safety.
 - Learn how to organize and conduct safety meetings, determine and source training topics, and the importance of annual reviews of emergency action plans (EAP) and continuity of operations plans (COOP).
 - Gain experience in coordinating with emergency operations and regional resources as they relate to transportation networks and animal care.
- Opportunities to work with experienced safety personnel in the field.
 - Learn how to identify and mitigate potential safety hazards related to human or animal behavior and facility infrastructure.



- Learn about conducting safety inspections of vehicles and facilities, specifically bridge operations, animal shelters and election sites.
- Assist in the planning, preparation and delivery of safety training topics suitable for DCS safety committee meetings.
- Potential academic or continuing education credit for OSHA and FEMA training courses, if applicable.

Education:

Candidates should have completed or enrolled in a college/university academic institution.

- **Interests in** Safety Management, Emergency Management, Environmental Health, Public Health, Occupational Safety and Health, or related fields.
- **Interests in** Policy and/or Compliance processes related to safety regulations, safety training, emergency readiness and response, emergency management operations.

Minimum Qualifications:

- Able to work as part of a team and independently, following directions and/or instruction.
- Attention to detail with strong organizational and communication skills.
- Proficiency in Google suite (e.g., Gmail, Calendar, Meet, Drive, Docs, Sheets, Forms, and Slides).
- Ability to adapt to changing priorities in a fast-paced environment should Emergency Activations warrant.
- Certification in First Aid and CPR, or other relevant safety certifications may be a plus.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))

**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 on this [website](#). The deadline for submitting an online application is March 25th, 2024.