

## Behavioral Health Quality Management Internship

College to County Intern 2025 -Health Department, Behavioral Health Division

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**Pay Rate:** \$24 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2025 - Starting in June - 12 weeks

**Hours:** 20 - 40 hours a week

**Telework:** Fully remote

**Building Physical Location:** Five Oak: 209 SW 4th Ave, Portland OR 97204

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:**N/A

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

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

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### What Does the Quality Management Team Do?

The Quality Management team provides infrastructure for the Behavioral Health Division in the Health Department. Our teams are responsible for compliance, quality improvement, billing, data and analytics, report development, maintaining the Electronic Health Record system, and maintaining client records.

### Internship Description & Responsibilities:

- Attend Quality Management Team meetings

- Work with Quality Management staff to learn processes for credentialing, policies and procedures, quality improvement (QI), grant administration, and/or other projects.
- Support QM staff with implementation of new software and improvement of existing software systems, including training and support

**Learning Outcomes:**

- Policy & Procedure development and implementation
- Understanding of State and local legislative rules for Behavioral Health programs,
- Gain valuable applied experience and make connections in professional fields you are considering for career paths.
- Develop skillset in providing training and support with software systems
- Increase understanding of program processes such as quality improvement (QI) and grant administration

**Education and Minimum Qualifications:**

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Data entry skills
- Comfortable working in Google documents and spreadsheets
- Comfortable learning new technologies
- Ability to work independently as well as in a 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 through the form also located on this [website](#). The deadline for submitting an online application is April 15th, 2025.