



Corrections Health Administrative Analyst Internship

College to County Internship 2025 -Corrections Health

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 30 hours a week (360 hours total)

Telework: In person only

Building Physical Location: Rotating:
Multnomah County Detention Center
1120 SW 3rd Ave
Portland, OR 97204

Multnomah County Inverness Jail
11540 NE Inverness Drive,
Portland, OR, 97220

Donald E. Long Juvenile Detention Center
1401 NE 68th pl
Portland, OR 97213

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 Corrections Health Do?

At Corrections Health, we provide medically needed health care to adults and youth in custody at Multnomah County Jails and Juvenile Detention

Facility. Our facilities collectively house almost 800 adults and nearly 30 juveniles. Over 36,000 adults and over 2,000 juveniles are cared for each year.

Corrections health includes a wide variety of positions including community health nurses providers, mental health providers, quality administration, and transition planners. These positions provide direct care, facilitate recovery practices, plan ongoing treatment upon release, measure and analyze data from the adults in custody, promote suicide prevention tactics and so much more.

Internship Description & Responsibilities:

Corrections Health is looking for an intern, interested in health care and transitional services from the carceral setting. The college intern will assist our Corrections Health Director in providing administrative direction for key programs and aspects of CH. This role offers a unique blend of administrative skill development and insight into the health care functions within a correctional environment.

These interns will also work closely with CH staff at all three detention centers, assisting with tasks to support the quality healthcare of adults in custody and those scheduled for release. This will provide an essential learning opportunity for students in understanding the administrative components of correctional health management.

- Shadow the Director, Medical Director, and Nursing Director through daily responsibilities, attending leadership meetings.
- Engaging in projects pertaining to methadone use, fentanyl detoxification, and overdose prevention.
- This position will also support the program with data entry, research, resource collection, and administrative tasks that provide positive contributions to extremely vulnerable populations.
- Be responsible for ethical practices at all times - including preserving the confidentiality of adults and youth in custody and data per program, agency, and HIPAA/PII rules.
- Practice effective self-management of workload - including making the best use of available time and resources to effectively manage tasks and meet productivity expectations when performing job duties independently and in teams.

Learning Outcomes:

- Understanding of healthcare services available in a carceral setting
- Understanding of (NCCHC) accreditations and its importance in quality care
- Understanding of tools and barriers to adults and youth in custody's successful reintegration into the community
- Understanding of medication supported recovery practices and approaches pertaining to opioid addiction
- Gain valuable applied experience and make connections in professional fields you are considering for career paths

Minimum Qualifications and Education:

- 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](#))
- Strong writing, organization, oral, and interpersonal communication skills
- Ability to work cooperatively and develop effective working relationships with diverse work groups
- Ability to pass a criminal justice background investigation
- Familiarity with PC environment, MS (Word, Excel), and Google (Forms, Docs, Sheets)
- Must be willing to work in a carceral setting

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 15th, 2025.