

Behavioral Health Forensic Diversion Internship

College to County Intern 2024 - Health Department

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: *Telework*

Building Physical Location: 209 SW 4th Avenue, Portland OR 97204

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.

What Does OA2 Do?

In this section, please describe your department/division/work unit.

We have many documents that come to our Forensic Diversion mailbox on a daily basis that needs to be uploaded onto our Electronic Health Record. The OA2 will be responsible for the following:

Prepare documents for scanning by program, clinician, client name or unique ID, category, document type and other descriptors as needed. Ensure that all documents are in a condition to be inserted into the desktop scanner without damage to the equipment. Review documents for appropriate client identifiers. Review documents to make sure that all documents received should be placed in the EHR according to documentation standards. Create, type and proofread a variety of documents from written, recorded, verbal or computerized sources; independently compose correspondence and memoranda related to responsibilities assigned. Coordinate, compile and prepare information and data for reports using spreadsheets, databases and presentation applications. Maintain manual and computerized record keeping systems for a variety of department or specialized program records; retrieve

information; apply retention guidelines to purge records. Processing of forms, notices, orders or materials required for program area functions; process a variety of forms that require the application of various departmental or program policies and procedures; select, compile and evaluate materials, office forms and report formats.

Internship Description & Responsibilities:

In this section, describe purpose and goals of the internship.

*Include 5 bullet points of what **responsibilities** in this role will include*

- Work to scan documents sent to our FD mailbox into Evolv
- Assist Bridges Treatment Team with projects

Learning Outcomes:

Internships are inherently learning experiences for students and a description of the expected **learning outcomes** shows candidates how they will **benefit from the experience**.

Include 3 bullet points of what they could learn or develop in this role

- Learn our how to scan and upload documents into our Electronic Health Record.
- Learn how to work with deadlines
- Learn about our Bridges Treatment program and Forensic Diversion Program.

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](#))
- Knowledge of google mail, entry level computer skills.

**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.