

# Health Department

---

## **HIV Grants and Administration Program Internship**

### **Health Data and Services Support Intern**

**Job Type:** Temporary College Intern

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

**Telework:** Fully remote with an office option at Gladys McCoy Building

**Location:** Gladys McCoy Building, 619 NW 6th Ave, Portland, OR 97209

**Hours & Time Commitment:** Average 30-40 hrs / week, 12 weeks, 360 hours total

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

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

### **Program Information:**

HIV Grants Administration Program (HGAP) serves the community by administering Ryan White Part A and Part B dollars in grants to community agencies. HGAP works within the Public Health Division of Multnomah County Health Department, provides services to low-income individuals diagnosed with HIV/AIDS who live within our 6-county transitional grant area (TGA). Our Ryan White Program funds providers of medical care, case management, psychosocial support, substance use treatment, dental, food, and housing services to people living with HIV. Our services are designed to support the holistic health of people living with HIV, from early interventions to long term support through medical case management. People living with HIV are an aging population, with complex socially determinant needs. We aim to bridge gaps in health disparities among people living with HIV and empower the community to live long, healthy lives.

The long-standing goal of our federal Ryan White grants is to promote equitable access to medical care, improve viral suppression, stop the spread of HIV, and ultimately end the HIV pandemic. HGAP works with several key performance measures in order to effectively engage in program evaluation and quality improvement to reach these goals. We collect and evaluate data not only from our programs, but from state-based epidemiological surveillance systems and regional EHRs in order to assess the health of our Ryan White client population. From there, we work on data reports and clinical quality improvement projects under the guidance of our decision-making body known as the Planning Council. The Council comprises long-term survivors of HIV, healthcare providers, and other community experts from a variety of backgrounds. They inform our funding allocations and guide us in contextualizing our data through their lived experiences. We work together to improve the care that our program provides and to support our clients through uncertain political and economic landscapes.

Individuals working in the HGAP program must possess a strong understanding of health equity and a desire to support complex, vulnerable populations through social

service. The ability to work in an effective, respectful and culturally competent manner with providers, community partners, and the Planning Council is essential.

A key element of the Ryan White program is the collection and analysis of accurate and complete data and client service records. Complex systems of database integration can lead to data integrity and data management issues that keep the HGAP team busy. Ultimately, the program relies on accurate data for decision making about future services. Additionally federal and state funders require accurate and specific information about services provided. This position will play a key role in reviewing and improving data to ensure accuracy and completeness of client records.

### **Intern Responsibilities:**

- Learn to manage and clean client profiles within our programmatic database (CAREWare).
- Participate in basic epidemiological training from senior staff and attend data meetings.
- Support the data analysis team with basic data management skills, as well as proofreading of grants and reports.
- Learn and demonstrate knowledge of stigma, discrimination and marginalization that is associated with people living with HIV.
- Support and participate in Planning Council and related HIV service planning meetings.
- Be responsible for developing one main project in alignment with learning objectives and University requirements.

### **Learning Opportunities:**

Student Interns support innovative HIV services and programming planning. Student Interns will gain experience in database management, clinical quality improvement, grant writing, and program operations. Student interns will be given opportunities to meet and build connections with service providers within the County system, as well as community partners that provide low barrier services within the region. Students will be given an opportunity for self-directed learning, by performing basic descriptive statistics on programmatic data of their choosing. Students and staff of the program are expected to participate in ongoing racial equity learning and application. Additional training opportunities may be available that match the student's area of interest and career goals.

### **Qualifications:**

- Enrolled in an undergraduate degree program in a relevant field.

## Health Department

---

- Ability to work in a culturally competent manner with: diverse communities of color, people who inject drugs, LGBTQ+ community (Lesbian, Gay, Bisexual, Transgender, Queer), formerly incarcerated individuals, and individuals involved in sex work.
- Basic experience with MS Office and/or Google Suite.
- Experience with coding in relevant software languages: Stata, R, SQL, SPSS preferred but not required.

### **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.