

Human Resource 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: Hybrid

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

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 is the Health Department?

The Health Department Human Resources Unit builds and supports a thriving workforce of over 2,100 employees. HR ensures HD achieves its goals through equitable recruitment, selection and retention of employees, and anticipating and planning for staffing needs. HR functions include outreach and recruiting, hiring and onboarding, maintaining records, workforce and succession planning, employee and labor relations, employee development and training, performance management and incorporating diversity, equity and inclusion strategies to recruit and retain a diverse workforce.

Internship Description & Responsibilities:



This internship will assist the HD Human Resource Unit with a variety of human resources functions that include recruiting and hiring related tasks such as New Hire Orientation and on-boarding of new employees; HR records and labor relations and employee support. Requirements for this position include excellent customer service which entails an unwavering attitude of positivity and helpfulness towards all customers; including hiring managers, staff and candidates. This position requires attention to detail, strong organizational and time management skills, and verbal and written communication skills.

Internship Description & Responsibilities:

- New Employee Orientation support -This may include updating NHO dashboard, assisting with NHO presentation, verifying employee documentation and assisting with HR techs with other duties.
- ID verification at McCoy or Multnomah Building for eligible employees being hired within the Health Department.
- Candidate minimum qualifications screening.
- Assist with credential verification which may include Community Health Nurses, Mental Health Consultants and Clinical Services Specialists.
- Assist recruiters with creating position descriptions, drafting job announcements and offer letters.
- Verify/screen new hires through federal government websites such as, SAM and LEIE.
- Assist recruiters with advertising hard to fill positions.
- Attend and participate in staff meetings and training.
- Support ADA Accommodations team and labor relations.
- Participate in Workday (WD) training to gain experience with Multnomah County HR systems.



- Support Health Maintaining Team to complete WD tasks, approving compensation change, and enter seniority dates.
- Assist with onsite projects such as auditing personnel files, faxing information, and mail at the Gladys McCoy Building.

Learning Outcomes:

- You will learn how our work intersects in attracting candidates, retention of employees, budget strategic plans, collecting and evaluating data, working through problems and conflict, working with community based organizations, and understanding contracts.
- Equity and inclusion strategies to recruit and retain a diverse workforce.
- Opportunity for career exploration and development of new skills.
- Develop knowledge and understanding of resources and services in Multnomah County and Human Resources.
- Gain exposure to a professional setting and team environment.

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](#))
- Ability to to learn Workday Human Resource systems
- Requires a moderate understanding of or ability to learn GSuite tools (Google Drive, Docs, Sheets, Meet, etc)
- Ability to effectively communicate and develop effective working relationships with diverse work groups.



- Ability to communicate with customers via phone, email or in person.
- Ability to follow directions and work independently
- Ability to prepare written materials using various software tools.

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.