



Operations Internship

College to County Intern 2024 - Behavioral Health Division, Community Mental Health Programs (CMHP)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - 12 weeks

Hours: 20 - 40 hours a week

Telework: *Hybrid*

Building Physical Location: *209 SW 4th Ave. 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.

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

What Does Community Mental Health Programs Do?

The Community Mental Health Programs (CMHP) is housed at the Behavioral Health Division of the Multnomah County Health Department. CMHP acts as safety net services for community members who are impacted by severe and persistent mental illness. Programs include Crisis Services, Residential Services, Adult Protective Services, Court Diversion Programs, the Behavioral Health Resource Center, Older Adult Behavioral Health, and Commitment Services.

Internship Description & Responsibilities:

As the CMHP Operations Intern, you will:



- Improve our contractual reporting requirements to align with providers and the communities they serve to highlight the great work they are doing
- Enhance internal understanding of requirements for funding sources to the County and ensure they are being met
- Coordinate timely invoice processing and reporting
- Participate in staff meetings & trainings
- Other projects as opportunities & interest arise

Learning Outcomes:

- Develop an understanding of program operations
- Gain valuable experience in project planning and execution
- Connect with individuals and systems who are dedicated to serving the most vulnerable individuals & communities

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 collaborate, follow directions and work independently.
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).

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.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

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 3, 2024.