



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Community Health Department

Position: Developmental Disability Outreach Intern
Salary Range: \$16.28 per hour
Location: Community Health Department
Employment Type: Temporary position of not more than six (6) weeks in duration with flexible work period not to commence before June 1, 2024, and concluding no later than August 31, 2024, with a maximum work week not to exceed 20 hours/week, not to exceed a maximum of 120 hours in total

Part Time Benefits Include:

• Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.co.wa.us) for detailed benefits information.

Brief Duties and Responsibilities: Walla Walla Community Health has an internship opportunity with our Developmental Disability program. The Department of Community Health's Developmental Disabilities program includes services for children Birth-3 with developmental delays, Children with Special Health Care Needs, transition from high school to adult services, and employment and community inclusion supports. The program is currently working on several priorities for 2024 including an online and printed resource for people we serve to access services and agencies, increasing our presence at community events, and updating policy and procedure manuals for the department. Program staff participate in multiple committees including the Association of County Human Services (ACHS) Executive Committee, Interagency Transition Network, Accessible Communities Advisory Committee, Interagency Childhood Coalition, Early Childhood Learning Coalition, and a statewide work group for the Department of Vocational Rehabilitation's School to Work program.

Working Environment/Physical Abilities: Work will be performed both inside and outside of the Community Health Department and within the community at large. Requires manual dexterity and visual acuity to operate personal computer and peripherals. Ability to lift and carry twenty-five (25) pounds. Requires sufficient hearing and speech ability to communicate verbally.

Minimum Qualifications: Minimum high school or GED graduate. Enrolled in or recent graduate of an institution of higher education in a bachelor's or master's level program.

Application: Walla Walla County application, resume and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Developmental Disability Outreach Intern

DEPARTMENT: Community Health

REPORTS TO: Sr. Program Coordinator Developmental Disability

PAY GRADE: \$16.28 per hour, temporary position of not more than six (6) weeks in duration with flexible work period not to commence before June 1, 2024, and concluding no later than August 31, 2024, with a maximum work week not to exceed 20 hours/week, not to exceed a maximum of 120 hours in total.

JOB SUMMARY: Walla Walla Community Health has an internship opportunity with our Developmental Disability program. The Department of Community Health's Developmental Disabilities program includes services for children Birth-3 with developmental delays, Children with Special Health Care Needs, transition from high school to adult services, and employment and community inclusion supports. The program is currently working on several priorities for 2024 including an online and printed resource for people we serve to access services and agencies, increasing our presence at community events, and updating policy and procedure manuals for the department. Program staff participate in multiple committees including the Association of County Human Services (ACHS) Executive Committee, Interagency Transition Network, Accessible Communities Advisory Committee, Interagency Childhood Coalition, Early Childhood Learning Coalition, and a statewide work group for the Department of Vocational Rehabilitation's School to Work program.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Create an online resource guide.
- Attend Community Outreach Events
- Participate in Development of new grant.

EXAMPLE OF DUTIES:

- Work with collaborators on resource guide creation.
- Update website materials.
- Update resource brochures and documents.
- Copy materials for outreach events.
- Setup and manage events.

EQUIPMENT TO BE USED: General office equipment including computers, printers, copiers, multi-line phone, fax machine, calculators, and any other office equipment required to perform the functions of the job.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work will be performed both inside and outside of the Community Health Department and within the community at large. Requires manual dexterity and visual acuity to operate personal computer and peripherals. Ability to lift and carry twenty-five (25) pounds. Requires sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Demonstrated interest in education, social work, nursing or related profession.
- Ability to tolerate environmental conditions such as odors, pets and tobacco smoke.
- Ability to work well with others.

EDUCATION AND EXPERIENCE: Minimum high school or GED graduate. Enrolled in or recent graduate of an institution of higher education in a bachelor's or master's level program.

LICENSES AND OTHER REQUIREMENTS:

Possess a valid driver's license. Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**