School of Planning, Public Policy and Management
Internship Posting Form

Use tab or arrow keys to move between fields.

**Term of Internship:** Internships are offered each quarter. Students who want to receive academic credit must secure their internships in the term prior to the start of the internship. You may submit a posting at any time. The date in parenthesis indicates your deadline for submitting a posting that would be eligible for academic credit. Indicate the academic term(s) or “ongoing” if the internship is continually available.

- Fall (Aug. 15)
- Winter (Nov. 1) ✗
- Spring (Feb. 1)
- Summer (May 1)
- Ongoing

**Organization Information**

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Oregon Department of Human Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>500 Summer St. NE</td>
</tr>
<tr>
<td>City, State Zip Code</td>
<td>Salem, OR 97301</td>
</tr>
</tbody>
</table>

**Contact Information**

<table>
<thead>
<tr>
<th>Site Supervisor</th>
<th>Shannon Biteng</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>Child Welfare Field Administrator</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:shannon.m.biteng@state.or.us">shannon.m.biteng@state.or.us</a></td>
</tr>
<tr>
<td>Phone</td>
<td>541-207-2556</td>
</tr>
</tbody>
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**Description of Organization:** Brief summary of organization or work unit.

The Department of Human Services (DHS) is Oregon's principal agency for helping Oregonians achieve wellbeing and independence through opportunities that protect, empower, respect choice and preserve dignity, especially for those who are least able to help themselves.

The vision of Child Welfare is that every child and family has a safe and positive environment in which to live and develop. Further, its mission is to ensure every child and family is empowered to live independent, safe and healthy lives.

This mission and vision are supported by research, outreach, and engagement efforts of Child Welfare's field services, as well as the Department of Human Services organizational change and continuous improvement offices.
**Internship Position Title & Number of Openings**

| Position Title: | Field Services Writing Intern | Number of Openings: | 1 |

**Pay:** Indicate if internship is paid. If so, please state the hourly wage or stipend.

| Yes ☐ | Hourly Wage: | Stipend: |
| No ☒ |

**Hours:** The academic term is 10 weeks.

| Anticipated hours/week: | 10 hours /week for 10 weeks (extension may be possible) |

**Internship Description:** What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required.

Department of Human Services Child Welfare Program seeks a Field Services Writing Intern who can analyze qualitative and quantitative data and translate it into plain English for statewide reports. The information shared in the report(s) will offer strategies for improvement, thus affecting business decisions for the department. Reports are often shared with Oregon legislators, leadership and staff from the Oregon Department of Human Services, local partners and stakeholders.

Working conditions:
Working hours are from 8AM-5PM Monday through Thursday at the Oregon Department of Human Service, 500 Summer Street, Salem, OR. Hours and location may be flexible.

**Descriptions of duties and responsibilities, learning objectives, and working conditions are attached.**

**Qualifications:** Describe the general knowledge and skills required. Note any preferred skills.

**General knowledge and skills required:**
* Excellent verbal and written communication skills
* Familiarity with content analysis and other forms of qualitative research
* Familiarity with statistical analyses and related programs (i.e. STATA, R, Excel, etc.)
* Experience making charts, graphs, and/or infographics to convey concepts to an audience
* An open, friendly disposition and curiosity about child welfare, state government, and system improvement.

**PPPM Preference:** Is this internship open to PPPM students only?

| Yes ☒ | No ☐ |

**Student Application Procedure & Deadline**

| ☒ E-mail cover letter and résumé to site supervisor | You may state a specific application deadline or “open until filled.” |
| Other: | Application Deadline: November 26, 2018 |
Field Services Writing Internship

Department of Human Services Child Welfare Program seeks a Field Services Writing Intern who can analyze qualitative and quantitative data and translate it into plain English for statewide reports. The information shared in the report will offer ways to improve a business, thus affecting business decisions for the department. This report will be shared with Oregon Legislators, leadership and staff from the Oregon Department of Human Services, local partners and stakeholders.

Duties and responsibilities:
- Collect and interpret qualitative and quantitative data
- Work alongside teams within Oregon Child Welfare and the management team to establish business needs
- Meeting preparation and note-taking at Child Welfare staff listening sessions
- Cross-walk recommendations with work done and/or being done in Child Welfare and reference it to other Department reports
- Identify trends and opportunities for growth through analysis of complex data sets
- Use data to create visuals that depict trends in the Child Welfare program and the population we serve
- Document and prepare a formal report with the results for Department of Human Services and its stakeholders
- Present final report to the Director of the Department of Human Services and Director of Child Welfare Program

Learning Objectives
- Strengthen written and verbal communication
- Develop professional skills by regularly interfacing with Oregon Department of Human Services executive team, local partners and stakeholders
- Develop skills in analyzing large datasets and translating data into plain English
- Strengthen ability to write comprehensive reports
- Identify means to apply public sector and public management theories to real-world scenarios in Oregon government
- Learn strategies for applying solutions to complex problems within complex organizations
- Recognize the differing needs of Oregon Legislators, Oregon Department of Human Services team, local partners and stakeholders