

Utah County aDDAPT – Finance Intern

The Utah County Department of Drug and Alcohol Prevention and Treatment (aDDAPT) has the following internship open to assist with meeting undergraduate and graduate-level university program requirements:

SCHEDULE: Flexible – Preference given to students with full or part-time availability during operating hours.

Hours of Operation – Monday-Friday 8am-5pm

HOURLY WAGE: \$11 per hour for graduate students, volunteer otherwise

RESPONSIBILITIES

Under general supervision of the Contract Compliance Analyst and the Division of Finance, volunteer activities may include

- Conduct program planning & evaluation projects and policy reviews to improve client care and compliance with state and federal regulations and mandates
- Develop and provide training on Cultural Competency and other issues regarding business culture and local political issues relating to substance use disorder treatment and prevention
- Prepare business, financial, surveillance, and epidemiological reports on substance use disorders for County Commissioners, Medicaid, Federal, State and local agencies and community partners
- Assess business processes and suggest alternatives for improvement

KNOWLEDGE, SKILLS, AND ABILITIES Working Knowledge of: Various computer programs. Skill in: Reading, writing, program planning, statistics, and finance; operating standard office equipment; data entry. Ability to: Maintain cooperative working relationships with co-workers, clients and those contacted during work activities; communicate effectively verbally and in writing; understand and follow general instruction; maintain professionalism while working with clientele and coworkers from diverse circumstances and backgrounds.

PHYSICAL DEMANDS Regularly: Sits at a desk or table; walks, stands, or stoops; use full spectrum vision including identifying and distinguishing color and adjusting focus; uses tools or equipment requiring a high degree of dexterity and hand/eye coordination. Occasionally: lifts or otherwise moves objects weighing up to 25 pounds.

WORKING CONDITIONS Work is performed in an environmentally controlled building. Work exposes the incumbent to individuals that may be angry, agitated, or otherwise upset.

EDUCATION AND EXPERIENCE: Currently pursuing a bachelor's or master's degree in Public Administration, Public Health, Business, Finance, Accounting or related field. Preference is given to students in graduate-level programs.

If you are interested in this position, please submit a Utah County Volunteer Application to:

Patricia Runyan, MPA

Phone: (801) 851-7180

email: patriciar@utahcounty.gov

Fax: (801) 851-7102