

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF HOMELESS SERVICES

## DIVISION

Legal Affairs

ADDRESS1 33 Beaver Street - 17th Floor

ADDRESS2 New York, NY 10004

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## AGENCY DESCRIPTION (Max characters 1200)

The New York City Department of Homeless Services is an agency comprised of 2,000 employees, with an annual operating budget of approximately \$1 billion, DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. As it engages in this mission, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelter and return to self-sufficiency as quickly as possible.

Collaborating with other public agencies and nonprofit partners, DHS works to prevent homelessness before it occurs, reduce street homelessness, and assist New Yorkers in transitioning from shelter into permanent housing. Furthermore, DHS remains committed to meeting its legal mandate to provide temporary emergency shelter to those experiencing homelessness in a safe and respectful environment.

## UNIT DESCRIPTION (Max characters 300)

Legal Affairs

## POSITION TITLE (Max characters 100)

Graduate Summer Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The NYC Department of Homeless Services (DHS) Division of Legal Affairs seeks 2 Legal Summer Interns for the General Counsel's Office. Under the supervision and management of the Deputy General Counsel and Senior Counsel, the selected candidates will: review cases submitted for Client Responsibility actions related to Public Assistance compliance; represent DHS at NY State fair hearings; and review cases submitted to the Ethics and Employment Unit (EEU) and draft charges regarding employee disciplinary matters. In addition, the selected candidate may conduct legal research and draft memoranda and other writings advising on DHS policy and procedure; research and draft position statements in response to complaints filed with the Equal Employment Opportunity Commission, the State Division of Human Rights; respond to subpoenas and other information requests; respond to subpoenas and other information requests; respond to Freedom of Information Law (FOIL) requests; acts as a liaison to the Law Department on external litigation; and perform special projects on an as needed basis.

## QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

**APPLICATION PROCESS (Max characters 700 )**

Please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov>. Most public libraries have computers available for use. No phone calls, faxes, e-mails and personal inquiries permitted.

**SALARY RANGE**

\$720.50 (bi-weekly)

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

[nyc.gov/internship](https://nyc.gov/internship)

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