

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF HOMELESS SERVICES

DIVISION

ADULT SERVICES

ADDRESS1 33 Beaver Street

ADDRESS2 New York, NY 10004

CONTACT NAME Kimberly Wynn

E-MAIL kwynn@dhs.nyc.gov

PHONE 212 361-8533

FAX

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)

The Veteran's Service Unit (VSU) is located at the VA Chapel Street Clinic in downtown Brooklyn. The Unit's function is to screen and assist homeless veterans by placing them into permanent or short-term housing facilities. They also provide veterans with the resources (benefits, medical, and employment) to move them along the independent living continuum. The VSU provides a single point of access for services offered to homeless veterans.

POSITION TITLE (Max characters 100)

Summer College Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The NYC Department of Homeless Services (DHS) seeks a Summer Intern to serve in the Veteran's Service Unit. The selected candidate will maintain the Weekly and Monthly Reports. Conduct initial assessments and input data into CARES. Create housing ready manual. Contact Brokers for possible housing resources. Serve as a liaison between brokers and landlords who want to rent units to veterans. Participate in weekly meetings.

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

Good oral, written and interpersonal skills. Strong PC skills - Excel, Access, Word & Outlook - Data Entry. Good Organizational skills. Ability to work under pressure in a fast paced environment and courteous professional manner.

As of June of the Program year the prospective interne must be a student matriculated in a college or be a recent

college graduate (winter/spring term of the Program year).

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

\$433.50 (weekly)

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/internship
