

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF HOMELESS SERVICES

DIVISION

First Deputy Commissioner

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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)

First Deputy Commissioner

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The NYC Department of Homeless Services (DHS) seeks a Summer Intern works with the Director of Educational Services and other staff members in a cross-functional problem solving method to improve delivery of services. Assists in the development of reports utilizing data from Department of Homeless Services (DHS) to assist the Director with data analysis. Collects and manages data pertaining to citywide initiatives such as the Family Shelter Library Initiative, Early Childhood Education Programs, Community Fairs, and other educational/vocational activities offered to DHS clients. Monitors and/or evaluates programs with shelter providers and other partners (schools, community based organizations and sister agencies) to ensure DHS clients receive services as per the McKinney Vento Homeless Assistance Act. Makes recommendations from field visit reports to impact program policies and procedures and increase efficiency and effectiveness of the program. Participates in staff meetings and toher meetings with partner agencies as requested. In this capacity, the Intern will assist the Director to input program data, set agendas, gather pertinent information, and organize meeting materials. Willingness to visit shelters to support shelter-based staff and assess program procedures. Demonstrates interest in learning educational policies and Federal Law (McKinney Vento Homeless Assistance Act) regarding Students in Temporary Housing. Demonstrates interest in learning the management of large scale programs and city, state and federal regulations. Ability to work independently and shows interest in field work. Sensitivity to the needs of the homeless population,

including families, children and youth. Proficiency in Microsoft Word, Excel, Power Point. Have excellent and effective communication skills.

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

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).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each 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
