2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF HOMELESS SERVICES

Fleet Administration
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New York, NY 10004

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AGENCY DESCRIPTION

The mission of the Department of Homeless Services (DHS) is to prevent homelessness when possible and to provide short term, emergency shelter for individuals and families who have no other housing options available.

UNIT DESCRIPTION

Ensure the prompt and safe transport of both Family and Adult Services clientele on two different shifts and locations. Transport disabled clients (wheelchair bound). Supply transportation for agency-wide special initiatives. Furnish transportation for out-of-town visitors. Issue unit vehicles, (without an MVO) to staff who are City Authorized Drivers. Work in conjunction with the Red Cross transporting civilians to temporary shelter during OEM emergencies. Relocating civilians from buildings found to be uninhabitable by the FDNY. Provide Adult Services Street Outreach Unit with MVO's, Warming Buses during the winter months & Cooling Buses in the summer.

POSITION TITLE

Summer Intern (Graduate/Undergraduate) position 1928

INTERNSHIP RESPONSIBILITIES

The Summer Intern will be assigned the following office duties:
The intern must be experienced in Microsoft Excel. Knowledge of Access would be a plus.
EZ PASS:
Distribution of EZ Pass Usage Reports, receive and check off receipt of reconciled EZ Pass Ussage Reports, file reports in vehicle files, collect and submit checks and money orders received from staff to Finacne. Follow up on prompt submission of EZ Pass Usage reports and notify staff who have pending reports.

Shelter Linen Distribution:
Assist the Director with Weekly Linen Inventory reports in order to produce the Combined Weekly Linen Inventory/Distribution report and filing.
The intern will also assist with other general office duties such as making new file folders, organizing vehicle EZ Pass report and Linen/Laundry files and create tracking fomrs to follow up on pending reports.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Graduate-level candidates preferred. Excellent writing, analytical, and communication skills. Organizational and interpersonal skills are critical. Highly proficient with Microsoft programs (including Word, Excel, PowerPoint.)

APPLICATION PROCESS

For all applicants, please go to the NYC Careers website and search for Job ID # 147946.

SALARY RANGE

$284.50 - $433.50 weekly Undergraduate
$427.50 - $720.50 weekly Graduate (Includes law students)

ADDITIONAL INFORMATION / COMMENTS

DHS 011 Fleet Intern