2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPT. OF HEALTH AND MENTAL HYGIENE (DOHMH)

DIVISION/WORK UNIT

Environmental Health/ Child Care

ADDRESS1 90-27 Parsons Blvd
Queens, NY 11432

ADDRESS2 N/A

CONTACT NAME Marissa Scriven

E-MAIL mscriven1@health.nyc.gov

PHONE (646) 632-6146

FAX (347) 396-8054

AGENCY DESCRIPTION (Max characters 850)

The New York City Department of Health and Mental Hygiene is one of the world's oldest and largest public health agencies. It has a single mission: to protect and promote the health of all New Yorkers. The Bureau of Child Care is the regulatory agency for childcare services (public/private) operating within New York City. The Bureau regulates Group Child Care, as provided in the New York City Code, Article 47 and provides licensing and registration services for Group Family Child Care, Family Child Care, School Age Care and Summer Camps as regulated under the New York State Department of Social Services Regulations. The Bureau is committed to ensuring a safe and healthy environment for all children in childcare.

POSITION TITLE (Max characters 100)

NYC Child Care Facilities Licensing and Registration Aide

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Assist in all clerical aspects to facilitate the review of initial and renewal applications of prospective child care providers to ensure completion and accuracy.
Assist with maintaining case files and folders for applicant documentation.
Enters data on request for applications for Family Child Care, Group Family Child Care and School Age Care into the States CCFS (Child Care Facility System) system.
Provide support the receptionist area by answering phones, taking Child Care application requests, referring any complaints to the appropriate unit, and providing general information to the public.
Assists Supervisor and Office Manager with special projects as required.
Prepare bulk mail; perform messenger deliveries to Central Office.

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

Applicant must be an currently enrolled High School or matriculated College student.
Good verbal and written communication skills
Good organization and prioritization skills
Good computer skills
Strong interpersonal skills with the ability to collaborate with others

APPLICATION PROCESS (Max characters 700)

Applicants are required to submit an online application. Qualified applicants will be contacted for an interview.

SALARY RANGE

Unpaid

☒ **Internship may be used to fulfill college credit requirement**

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

N/A